

Newton Poppleford & Harpford Parish Council - Terms of Reference for the Policies & Personnel Committee

with effect from 5 July 2016

1. Authority

The Policies & Personnel Committee is appointed by and is solely responsible to the Newton Poppleford & Harpford Parish Council. The Committee duties are defined and agreed by the Full Council who may vote, at any time, to modify the Committee's powers. A sub-committee, meetings of which must be held in public, has delegated powers to make decisions on behalf of the full council.

Policy definition: A policy is a set of principles that form the basis of making rules and guidelines; policies provide overall direction; above all they offer transparency and consistency supporting the decision making process.

2. Membership

All members of the Committee will be elected Councillors. The Committee will consist of no fewer than three elected Councillors. At its first meeting it will elect a Chair to preside at its future meetings and will also elect a Vice Chair if it wishes – to be re-elected each year after the Annual Parish Council meeting. A quorum at the Committee's meetings will consist of no fewer than **three elected members**. The Chair & Vice Chair of the Council will automatically be members of the committee and have full voting rights. The committee will normally meet quarterly but can also be convened to deal with events as they are needed.

Current members are: Cllrs. Coppel, Dalton, Jeffery, Ranger, Tillotson & Zirker.

3. Record of Proceedings

Written minutes will be taken to record the Committee's decisions and actions only and will be circulated to all Councillors with recommendations for the next Full Council meeting. The minutes will be published on the Parish Council web site. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.

4. Meetings

- Are to be held in such locations that are legal and practical for members to attend and that result in minimal financial burden on the Council.
- As a *Committee of the full Council* public notice of meetings & public admission to meetings is required (as noted in the Standing Orders).
- As a *Committee of the full Council* full minutes of meeting are to be maintained; these minutes to be adopted at the next meeting of the full Council.

5. Responsibilities

Primary Purpose: to oversee and manage Parish Council personnel matters and policies.

Personnel Matters:

- Review the job descriptions, roles & responsibilities, and contracts of Parish Council personnel.
- Conduct appraisals and manage performance throughout the year.
- Discuss with the Finance Committee on employment-related matters including contracts, salary reviews, roles and responsibilities
- Review personnel policies covering sickness absence, grievance, equalities, discipline, health and safety.
- Oversee the training programme for officers and members of the council.

Parish Council Policies:

- Identify policies where the Parish Council is mandated to take action or may take action on the basis of best practice.
- Define and develop policies in areas required by the Parish Council.
- Recommend policies to the Parish Council for adoption.
- Review policies in light of legal changes and best practice.

6. Reporting to Council

The Chair of the Committee will present a summary of the minutes of meetings to full Council in order that these may be adopted. Minutes of the Committee meeting shall be put on the Parish Council web site for public scrutiny.