



# Kingsclere Parish Council

## Terms of Reference for the Personnel, Procedure and Policy (PPP) Committee

Reviewed and amended at PPP April 2024 and adopted at the Annual Meeting on 20th May 2024

These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders and or Financial Regulations.

### **1: Membership of the PPP Committee**

#### **1.1.**

The Committee shall comprise the 3 Parish Councillors, the Clerk to the Council and the Responsible Finance Officer (hereon in called the Proper Officers), members to be confirmed every year at the Annual Parish Council meeting.

#### **1.2.**

Any changes in membership of the Committee following the Annual Parish Council meeting shall be subject to approval at the next Parish Council meeting. The Committee appreciate that one or both Proper Officers may not / should not be present when some staffing issues are to be addressed.

#### **1.3.**

The quorum of the Committee shall be 3 of its members (all Councillors for staffing matters excluding proper officers were necessary)

#### **1.4.**

The Committee shall meet a minimum of twice a year

### **2: Chairman**

The chairman of the Committee shall be determined at the first meeting of the committee after the Annual Parish Council meeting.

### **3: Conduct of Meetings**

All meetings of the PPP Committee will be convened in accordance with the Parish Council's Standing Orders.

### **4: Powers of the PPP Committee (Decision and Reporting Procedure by section)**

#### **4.1.**

**Staff, Councillors and Training** – delegated powers to be reported at earliest opportunity to full council.

#### **4.2.**

**Procedures** – additions and alterations to be approved by Full Council annually (minimum).

#### 4.3.

**Policies and Documents** – to be approved annually at the Annual Meeting of the Council.

#### 4.4.

**Public Relations, Press and Media** - all press releases or website articles must be issued by a Proper Officer or Councillor assigned Media responsibility at the Annual Meeting.

#### 4.5.

**Events** – report to full council at earliest opportunity.

#### 4.5.

**Risk Management and Liability** – all decisions to be approved by the Vice Chairman in line with Health and Safety Policy except in an emergency where the Vice Chairman is to be updated at the earliest convenience. Update then provided at next available Full Council Meeting.

### **5: Responsibilities and Areas of Operation of the PPP Committee**

#### **5.1. Staff, Councillors and Training**

- To take responsibility for general staffing matters (e.g. health and safety matters / staff working conditions)
- To handle recruitment matters
- To seek help, views and opinions of Proper Officers when recruitment and job specification matters arise.
- Obtain recruitment and interview help and guidance from Proper Officers when recruiting.
- To establish and review salary pay scales for all Parish Council staff and to be responsible for their administration.
- To establish and review job descriptions for all Parish Council staff and be responsible for their administration.
- To carry out the Proper Officers appraisals including setting objectives.
- To consider all matters concerning the Council's employees including to issue variations to and termination of employment contracts.
- To undertake the line management responsibility of the Proper Officers as the most senior Officers of the Council.
- To monitor and address regular or sustained staff absence.
- To oversee any process leading to dismissal of Parish Council staff including redundancy.
- The Committee shall be empowered to take decisions and such action as is seen fit to deal with any unforeseen personnel matters which may arise from time to time, including the Council's Employer's Duty of Care and Councillor Conduct.
- To handle any informal or formal grievance and initiating any informal or formal disciplinary action in the first instance.
- To oversee the training requirements of Council staff and Councillors.

#### **5.2. Procedures**

- Make recommendations to the Council on new areas of Council Policy & Procedures.
- To manage, review and amend as necessary the Council's, procedures and protocols to include:-

- Code of Conduct
  - Standing Orders
  - Finance Regulations
  - Delegation of Powers
  - Terms of Reference for Sub Committees / Panels
- Oversee any Legal Proceedings
  - Overseeing electoral matters when required

### **5.3. Policies and Documents**

Under LGA 1972, s101 (1) (b) Council has delegated responsibility to the Policy Committee to annually review Council's Policies including:-

- Allotment Allocation Policy;
- Complaints Policy;
- Data Protection Policy;
- Data Retention Policy;
- Employee Disciplinary Policy;
- Equality and Diversity Policy;
- Freedom of Information Document;
- Grants Policy;
- Grievance Policy;
- Health and Safety Policy;
- Investment Policy;
- Press and Media Policy;
- Privacy Notice general and Staff Cllrs and Role Holders;
- Reserves Policy;
- To comment and recommend on any additional policies that should be drafted.

### **5.4. Public Relations, Press and Media**

- Managing the Council's publicity and public relations including Social Media and Website. In conjunction with the Cllr responsible for Media as voted in at the Annual Meeting
- Overseeing Council's involvement in any Twinning arrangements.

### **5.5. Events**

- Oversee events such as Remembrance Parade and Spring Clean.

### **5.6. Risk Management and Liability**

- Managing the Council's risk management practices and procedures.
- To scrutinise, when required, Council activities and decisions.

### **Policy Amendment and adoption history**

Introduced and Reviewed at OM April 2023 and adopted at the Annual Meeting on 22<sup>nd</sup> May 2023