



# BITTON PARISH COUNCIL

[www.bittonparishcouncil.gov.uk](http://www.bittonparishcouncil.gov.uk)

Clerk: Mrs K Fry

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NAME OF COMMITTEE	Personnel
<b>MEMBERSHIP</b>	5 members of the Parish Council to exclude the current Chair
<b>REQUIREMENT</b>	<p>The Committee will be mindful:</p> <ol style="list-style-type: none"><li>1. of the legal framework for, and good practice in, employment matters</li><li>2. of the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the committee.</li><li>3. of relevant council protocols and policies</li></ol>
<b>DELEGATED POWERS</b>	<p>The Committee will receive reports from the Clerk and will:</p> <p>be responsible for staff recruitment</p> <p>confirm individual Contract of Employment, terms and conditions and job role descriptions/responsibilities</p> <p>arrange completion of the Clerks annual review by the Chairman of the committee</p> <p>to discuss and recommend any required changes to staffing levels and re-grading, pay levels and staffing structures.</p> <p>to deal with any staff matters referred by the Clerk</p> <p>consider matters arising from the application of the Council's Disciplinary and Grievance</p> <p>to consider any other matters delegated to the committee by the Full Parish Council.</p>
<b>REFERRED BUSINESS FOR RECOMMENDATION TO THE FULL COUNCIL</b>	<p>All matters involving a financial increase must be approved by the Full Parish Council.</p> <p>Any amendments or new policies in relation to employment.</p>
<b>QUORUM</b>	3 members of the committee
<b>FREQUENCY OF MEETINGS</b>	Ad hoc basis