

**RULES OF GUIDANCE FOR THE PERSONNEL AND ESTATES COMMITTEE**

These rules are supplemental to, and do not in any way override, the Parish Council's standing orders &/or financial regulations.

**1. Membership of the Personnel and Estate Committee**

- a) The committee shall comprise no more than four members of the Parish Council, to be confirmed every year at the Annual Parish Council meeting, including the Parish Council chair and/or vice-chair.
- b) Any changes in membership of the committee after the Annual Parish Council meeting shall be subject to approval at the next Full Council meeting.
- c) The quorum of the committee shall be three of its members.

**2. Chair/Vice Chair**

- a) The chair of the committee shall be the chair or vice-chair of the Parish Council.
- b) Upon election of a new Parish Council chair, the outgoing chair shall remain a member of the Finance & Risk committee for a period of six months from the date of the meeting at which the new Parish Council chair was elected, provided that the outgoing chair is still a member of the Parish Council.

**3. Conduct of Meetings**

- a) All meetings of the committee shall be public meetings, convened in accordance with the Parish Council's standing orders except items that are deemed confidential and private Council matters.
- b) Meetings will be minuted by a member of staff or a member of the committee.

**4. Responsibilities and Areas of Operation of the Personnel Committee:**

- a) maintain an overall view of manpower requirements and the allocation of manpower resources
- b) oversee personnel policy and staff management issues including annual review of staff salaries
- c) responsible for health and safety policy
- d) oversee the appointment of staff

Deal with personnel matters generally and in particular:

- e) recruitment and appointment procedures
- f) training
- g) staff welfare
- h) clerk's appraisals
- i) terms and conditions of service
- j) discipline (all disciplinary action will referred to the council)
- k) arrangements to hear any discipline or grievance appeals
- l) matters arising under legislation relating to contracts, contracts of employment and industrial relations
- m) staff handbook
- n) continuous professional development of staff
- o) training of councillors
- p) review regularly job descriptions
- q) review annually its terms of reference

**5. Responsibilities and Areas of Operation of the Estates Committee:**

- r) Improving the Parish's Estates, Assets and other businesses. To access Earmarked Reserves as appropriate and oversee their effective deployment.
- s) manage and maintain assets, buildings and equipment owned or rented by Uplyme Parish Council
- t) seek out and manage funding/grant opportunities
- u) creating and implementing new signage to direct visitors to Uplyme Parish
- v) enhancing the presence of Uplyme in electronic and other media outlets
- w) considering Branding and co-operative activities to raise awareness
- x) representing Uplyme to Business and Community Groups/organisations
- y) working with the Business Community to attract more business, public and customers
- z) establishing regular liaison meetings with the business and voluntary community groups
- aa) agreeing on joint actions
- bb) managing The General Power of Competence activities on behalf of the Parish Council
- cc) operating business ventures established under the General Power of Competence
- dd) considering and utilising local premises to support new small businesses, charities and groups
- ee) taking direct responsibility for managing operation
- ff) co-opting appropriate persons to a management committee