

# **Uplyme Parish Council**

## **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 five 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.
- c) At least two meetings will be held each year.

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

- a) The committee shall be empowered to act on behalf of the Parish Council in all matters concerning staff pay and conditions of employment, office procedures and record keeping and in particular:
- b) The committee shall be empowered to act in respect of alleged breaches in the Code of Conduct in accordance with standing order 13.
- c) maintain an overall view of staffing requirements and the allocation of manpower resources
- d) oversee personnel policy and staff management issues including annual review of staff salaries
- e) responsible for the health and safety policy
- f) oversee the appointment of staff
- g) recruitment and appointment procedures
- h) training
- i) staff welfare
- j) clerk's appraisals
- k) terms and conditions of service
- l) The committee shall ensure that the Council has in place formal grievance and disciplinary procedures for its staff, and an equal opportunities policy, and that these are reviewed periodically as appropriate.
- m) discipline (all disciplinary action will be referred to the council)
- n) arrangements to hear any discipline or grievance proceedings (appeals to be taken to different Councillors than those that dealt with the original hearing)
- o) matters arising under legislation relating to contracts, contracts of employment and employee relations
- p) staff handbook

- q) continuous professional development of staff
- r) training of councillors
- s) review regularly job descriptions
- t) review annually its terms of reference

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

- u) Specifically named Councillors will be a point of contact for matters relating to:
  - Millennium Copse/Stafford Mount,
  - the Cemetery,
  - the Playground.
- v) The committee shall be empowered to approve and/or amend Burial Ground regulations, the conditions of hire of Council premises and other regulations or policy documents relating to Parish Council facilities.
- w) Improving the Parish's Estates, Assets and other businesses. To access Earmarked Reserves as appropriate and oversee their effective deployment.
- x) manage and maintain assets, buildings and equipment owned or rented by Uplyme Parish Council
- y) seek out and manage funding/grant opportunities
- z) creating and implementing new signage to direct visitors to Uplyme Parish
- aa) raising awareness of Uplyme Parish Council and its activities on the PC website and in social media
- bb) representing Uplyme to Business and Community Groups/organisations
- cc) working with the Business Community to attract more business, public and customers
- dd) establishing regular liaison meetings with the business and voluntary community groups
- ee) agreeing on joint actions
- ff) considering and utilising local premises to support new small businesses, charities and groups
- gg) taking direct responsibility for managing operation
- hh) co-opting appropriate persons to a management committee