



## **TERMS OF REFERENCE FOR PERSONNEL COMMITTEE**

### **Membership**

- The Chairman and Vice Chairman of the Parish Council
- 1 appointed Member of the Parish Council
- A quorum of the committee shall be three members

The appointments of the Chairman, Vice-Chairman and Committee Member will be considered at each Annual Statutory meeting.

The first item of business following the Annual Statutory Meeting held in May will be the appointment of the Chairman.

### **Confidentiality**

Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters as confidential and secure. ***Standing Order 19(f).***

The Council shall keep all written records relating to employees secure. All paper records shall be secured, and locked and electronic records shall be password protected and encrypted. ***Standing Order 19(f).***

Only committee members shall have access to staff records referred to in Standing Orders if so justified.

### **Meetings**

The Committee will meet at least annually to carry out staff reviews (unless there is call for an unexpected meeting during the year).

### **Terms of Reference**

1. To consider the Parish Council's staffing structure
2. To recommend job descriptions of staff for Full Council approval, as necessary.
3. To consider the welfare, superannuation, remuneration, recruitment, training, qualifications, health and safety aspects and other conditions of service of all employees.

4. To ensure an annual appraisal for the Clerk takes place by members of the committee.
5. To determine and recommend the establishment and grading of employees for the agreement /administration of the Parish Council.
6. To recommend staff salaries/pensions or other benefits to be approved by the Full Council.
7. To deal with recruitment of Parish Council staff as necessary.
8. To hear and determine matters of discipline and efficiency.

<b>Next Review Due:</b>	<b>May 2026</b>
<b>Reviewed – no changes:</b>	<b>6<sup>th</sup> May 2025</b>
<b>Amended at Annual Council Meeting:</b>	<b>7<sup>th</sup> May 2024</b>
<b>Adopted at Full Council Meeting:</b>	<b>14<sup>th</sup> November 2023</b>