



Personnel Committee Terms of Reference

The Personnel Terms of Reference were adopted by Stisted Parish Council at the Parish Meeting on 8th January 2025

The approved Standing Orders and Code of Conduct will apply to this Committee, its meetings and its members.

Nothing in these terms of reference shall prevent the Council from dealing with a matter that might otherwise be dealt with by this Committee.

As at January 2025 there is only one employee

1. Objective

The Personnel Committee is responsible for clarifying points of employment law and dealing with human resource management within the Parish Council.

Members of a local council must be aware that decisions concerning any matter relating to employment cannot be delegated to individual councillors, including the Chairman. Members of the Personnel committee require knowledge of employment and local council legislation, and effective employment practices. If members of council need support to develop their knowledge and understanding of these matters, they should attend training specific to this subject.

2. Membership

Membership shall consist of a minimum of three Council members elected annually which may include the Chair of the council, but another person can stand as chair of this committee if required. A substitute or fourth councillor may also be nominated

The Chair of the Committee will be elected by the committee membership at the first meeting after the Annual Meeting of the Parish Council.

A quorum shall consist of three members.

3. Areas of Responsibility

The committee has delegated authority for staffing matters including:

- recruitment, job descriptions, advertising, selection and appointment;
- confirmation in post following probationary periods;
- annual appraisal and performance reviews;
- informal and formal disciplinary procedures;
- informal and formal grievance procedures;
- management of council's absence policy;
- approval of annual leave.



The committee will consider and make recommendations to the full council for approval on:

- any review or amendments of Terms of Reference relevant to this committee;
- approval of rates of pay, annual increments and pay progression due to the impact on budget

The committee will be a standing committee and will report back directly to the full council.

The Committee has no budget responsibility

5. Meetings

At least once per civic year. Other meetings of the committee will be called as required by the Chairman of the committee in consultation with the Clerk

Minutes of all meetings will be recorded by the Parish Clerk or by any member nominated at the meeting and circulated at the Full Council meetings.

Where a meeting has been called it will be open to the public as all committee meetings are. If required, the Committee will pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 during consideration of items due to their confidential nature. Where this can be anticipated, it will be advertised on the agenda for the meeting.

7. Review

These terms of reference are to be reviewed annually by the Committee at the first meeting following the Annual Meeting of the Council at the start of each new Council term.

Approval by Resolution at full committee

Date 8 Jan 2025