



Personnel Committee

Terms of Reference

1.Objective
Advises the Parish Council to ensure that it operates legally, efficiently and effectively on all personnel/ employment related matters.
2. Aims
To be a model employer through good governance and adhering to employment practices.
3. Composition
Membership shall comprise of up to seven nominated members of the Parish Council. (minimum of three)
4. Quorum
The Quorum for the Personnel Committee shall be three Councillors.
5. Meeting Frequency
The Personnel Working Group will meet at least quarterly and more frequently if necessary.
6. Responsibilities
<p>Advising the Parish Council on</p> <ul style="list-style-type: none">• Staffing structures and levels• Staff salaries and terms of conditions (Advising the Finance Working Group of budget implications) <p>Responsible for:</p> <ul style="list-style-type: none">• Contracts of employment, job descriptions, person specifications and appraisals for staff• Recruitment and appointments (subject to prior approval of post from Full Council)• Disciplinary matters• Grievances• Training & Development• Health & Safety• Human Resource legislation including compliance• Ensures that all the Parish Council's Personnel/ Employment Policies and Procedures are up to date and relevant.
7 Notes
<p>This is a public meeting, except where the public and press are properly excluded.</p> <p>The Personnel Committee reports to the Full Council.</p>