Personnel Committee

Terms of Reference

Name of Committee: Personnel Committee

Membership: Councillor Wilson and Lee

Need: To meet legislative requirements and to ensure good governance

Conditions:

Membership of the Committee to be decided upon its creation and the membership of the committee to be reappointed at the Annual Council Meeting Meetings to be convened on a needs basis within the requirements of the Local Government Act 1972, Schedule 12, para 10 and the Public Bodies (Admission to meetings) Act 1960, para 1

Meetings will not commence until the decision is taken to exclude the press and public Minutes to be presented to the next meeting of the parish council

Committee is empowered to invite specialist professional Officers or advisors to attend meetings to provide guidance as to matters under discussion

The Clerk of the Council will normally support the committee

Only Members of the parish council may be members of the Committee

Only members of the committee may attend meetings unless specifically summoned

The quorum shall be two

The Parish Council’s Code of Conduct and attendant regulations apply to this committee

A member of the council will not sit as a member of the personnel committee if that member is involved in the matter in any way

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| Responsibilities |
| Selection and recruitment of Parish Council staff |
| To have responsibility for managing staff performance appraisals |
| To hear allegations of breaches of discipline by council staff |
| To hear grievances from members of staff |
| To agree, monitor and amend terms and conditions for staff |

Resolved at Annual Meeting May 2025

Next review May 2026

Version 1.0