



## MAYLAND PARISH COUNCIL

# Personnel Committee Terms of Reference

**Adopted on 12<sup>th</sup> June 2018**

The Personnel Committee is appointed to make recommendations to the Parish Council regarding all staffing matters, subject to budget and expenditure limits decided by the Finance Committee.

- a) The Committee will comprise a minimum of four members, each of whom will be a Councillor.
- b) The quorum will be three Councillors.
- c) Appointment of members to the Committee will normally take place at the Annual Meeting of the Council and remain in effect until the next Annual Meeting.
- d) A chairman will be elected annually by the Committee at its first meeting.
- e) Substitute members may be nominated and appointed, in accordance with the Parish Council's Standing Orders, to take the place of an ordinary member who cannot attend and without whom the meeting would be inquorate.
- f) Meetings of the Committee will be convened in accordance with the Parish Council's Standing Orders and Financial Regulations.
- g) Any member of the Parish Council may attend any meeting of the Finance Committee, but their right to participate in the meeting will be equal to that of a member of the public.
- h) The public and press may be excluded from meetings if their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Exclusion will be by a resolution giving reasons for that exclusion.
- i) The public and press may be excluded when information about an individual staff member or other confidential matters are being considered.
- j) Meetings shall be held as and when required.
- k) Reporting to the full Parish Council will be by circulation of minutes to all Councillors and acknowledgement of this at the next meeting of the full Council. The Parish Clerk will be responsible for the recording and distribution of minutes.
- l) The Committee shall undertake the following roles and functions, making recommendations to the full Council as appropriate : -
  - i. to oversee the recruitment and appointment of staff;
  - ii. to implement, review, monitor and revise policies for staff;

- iii. to consider grievance or disciplinary matters in accordance with the Council's grievance or disciplinary policies;
  - iv. to agree and review employment contracts and job descriptions;
  - v. to keep under review staff working conditions and health and safety matters and
  - vi. to ensure that the Council complies with all legislative requirements relating to the employment of staff.
- m) Legal responsibility for the decisions and actions of the Committee remains with the Council as a whole.