



## **PERSONNEL COMMITTEE TERMS OF REFERENCE**

### **1. CONSTITUTION**

The Personnel Committee shall consist of 6 members (Chairman M Russell, Vice Chair M Tomlin, Parish Councillors H Palmer, S. Quinn, V Malone, M Mackey) Members to be confirmed or re-elected at May Annual Meeting.

### **2. MEETINGS**

Meetings of the Personnel Committee will be arranged on an ad-hoc basis when required.

### **3. QUORUM**

A quorum shall consist of three members of the committee.

### **4. STANDING ORDERS**

The Councils Standing Orders shall apply to the committee in so far as they may be appropriate.

### **5. RULES OF THE COMMITTEE**

The Personnel Committee shall have below delegated powers:

- 5.1 To consider levels of staffing and make recommendations to the Council; thereafter to implement decisions to recruit in accordance with current guidance from NALC;
- 5.2 To consider current contracts and conditions of employment and ensure that they follow the current guidance from NALC;
- 5.3 To undertake Staff Appraisals and Welfare meetings;
- 5.4 To consider training needs that arise from staff appraisals and as a result of other initiatives;
- 5.5 To review salaries in accordance with current contracts and guidance from NALC and make recommendations to the Council;
- 5.6 To consider recommendations relating to Health & Safety at Work and Risk Management made by the Clerk and implement necessary changes provided that any cost does not exceed £500. Recommend changes exceeding £500 are to be referred to the Council;
- 5.7 When dealing with issues of a confidential nature, the public and press be temporarily excluded;
- 5.8 The Committee is authorised to establish Working Groups and Sub-Committees and to appoint advisors as and when necessary, to assist in its work.

This document will be reviewed as and when necessary and appropriate and at a minimum on an annual basis at the May meeting.

**Last review May 2024**

**Next Review May 2025**