



GREAT HORKESLEY PARISH COUNCIL

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PERSONNEL COMMITTEE

TERMS OF REFERENCE

Purpose of the Personnel Committee

This Committee is appointed:

- 1) To have overall responsibility for the management of staff.
- 2) To handle disciplinary and grievance matters when required.

The Personnel Committee is a Standing Committee of Great Horkesley Parish Council as it has ongoing responsibilities.

Membership

Membership of the Committee will be a minimum of 3 Councillors. The quorum for this Committee is 3.

The membership will be agreed annually at the Annual Parish Council Meeting, although appointments and changes of members can be made at other times during the year by Full Council. The Committee meetings may be attended by the Chairman and/or Vice Chairman of the Council as full committee members if not already appointed to the Committee.

A Chairman and Vice-Chairman for the Committee will be elected at the first Committee meeting each year.

All members shall comply with the Code of Conduct and Council's Standing Orders.

The Personnel Committee may, at its discretion, invite Parish Councillors to attend meetings to assist in the consideration of issues and/or provide specific subject expertise.

Confidentiality

All members must preserve confidentiality of discussions held at meetings. Minutes of the meetings will be taken but will observe confidentiality requirements.

Meetings

The Committee will aim to meet at least twice a year. Meetings shall be called by the Chairman of the Committee or the Clerk as and when deemed necessary.

All meetings are meetings that, by law, require 3 days clear notice and are open to the public. However, due to the confidential nature of the discussions, the Committee reserve the right to close the meeting to press and public under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Minutes of all meetings are to be produced and submitted to Full Council at the next Council meeting, to include any resolutions made using the Committee's Delegated Powers.

Responsibilities

The Clerk has delegated authority to provide day-to-day management, direction, guidance, and support for all Council staff. The Clerk is also responsible for managing annual leave, approving time in lieu and monitoring staff sickness. Any serious matters of concern, such as unusual or extended sick leave patterns, will be brought to the Personnel Committee.

The Clerk will seek external advice from EALC and appropriate HR sources as and when needed. In matters concerning the Clerk's performance or management, the Chair of the Personnel Committee will contact appropriate external bodies, or nominate a member to.

The Personnel Committee has specific duties to:

- a) Ensure staff annual appraisals are carried out and note or agree any actions.
- b) Carry out, or nominate a member to carry out, the Clerk's annual appraisal.
- c) Manage staff development and progression and consider succession planning.
- d) Deal with matters of discipline through the Clerk, offering guidance and support where appropriate. The Council's adopted disciplinary and grievance policies and procedures will be followed where required. Any appeal will be reported to Full Council for the appeals procedure to be implemented.
- e) Carry out an annual review of the Council's policies relating to staff or employment.
- f) Periodically review staff contracts and job descriptions and initiate any amendments or alterations considering the correct employment law procedures.
- g) Review salary pay scales for staff and agree any pay rises and conditions.
- h) Ensure that legal requirements and recommendations are complied with regarding rates of pay, NI, pension contributions and other related expenses.
- i) Receive resignations from staff members and report resignations to Full Council.
- j) Advertise for new staff, conduct interviews, and make employment recommendations to Full Council.
- k) Approve overtime hours for members of staff when necessary.
- l) Approve the Clerk's annual leave, lieu time, and expenses claims, or delegate this duty to the Chairman/Vice-Chairman of the Personnel Committee.
- m) Make recommendations to the Finance Committee regarding the annual budget to be allocated to personnel matters.

All powers shall be exercised in accordance with the Standing Orders, Financial Regulations, policy adopted, or directions given, by Full Council.

*These Terms of Reference will be reviewed annually by Full Council.
Adopted: Full Council meeting 21st May 2024 – Minute ref 24/011 (d) (iv)
Reviewed: Full Council meeting 8th May 2025 – Minute ref 25/011 (d) (iv)*