



# **Freshwater Parish Council**

## **Personnel Committee**

### **Terms of Reference**

**2025**



# Freshwater Parish Council

Working For The Community

## Personnel Committee Terms of Reference

### **Objective**

To support the Parish Council to fulfil its responsibilities ensuring the staff have the skills and knowledge required. The Committee's primary purpose is to ensure the council complies with the requirements of employment laws and follows best practice in providing good working conditions for staff.

### **Membership**

There will be 5 members of the committee appointed at the Annual Meeting. If a member resigns mid-term a new member will be elected at the next Full Council meeting. The Chair and Vice-Chair of the Parish Council can attend 'ex officio'. If the meeting is inquorate, then the Parish Council Chair will be given voting rights for that meeting only. If the Parish Council Vice Chair is representing the Parish Council Chair and the meeting is inquorate, then they will be given voting rights for that meeting only.

### **Chair**

The Chair will be appointed at the Annual Meeting of the Council and if they are unable to attend a meeting it is their responsibility to ask the vice-chair to chair the meeting. If the chair resigns mid-term, then a new chair will be elected at the next full Parish Council meeting.

### **Vice Chair**

The vice-chair will be elected at the Annual Meeting of the Council, if they resign during their tenure a new vice-chair will be elected at the next Full Parish Council meeting. If the vice-chair is unable to stand in for the chair when required, a chair will be elected at the start of that meeting. If the Vice-Chair is at the meeting representing the Chair.

### **Quorum**

The quorum is 3 members.

### **In Attendance**

The Clerk to the Parish Council will be in attendance.

## **Admission of the Public and Press**

The Public and Press may not be admitted to these meetings as “In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item”.

## **Meetings**

There will be four meetings a year with the dates set at the Annual Meeting of the Council. At the meeting before the Annual Meeting the proposed dates will be discussed. Additional meetings will be held when needed.

## **Minutes/Reports**

Minutes will be taken by the Clerk and/or the Chair if it is not appropriate for the Clerk to attend parts of a meeting. A report will be submitted to the next Parish Council meeting.

## **Delegated Authority**

The Personnel Committee shall have delegated authority as follows: To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Clerk/RFO performance. To appoint, from its membership, a recruitment panel when necessary and recommend appointments to the Parish Council. Recruitment panels will normally include at least two members in the case of appointment plus the Clerk. To appoint members to act as a disciplinary panel as set out in the Grievance Policy. In the case of any appeal against disciplinary action, the Full Council will appoint an appeals panel, to appoint members to hear any formal grievance. The Committee will be advisory and able to submit recommendations, but not empowered to take action unless otherwise directed by the Full Council.

## **Accountability and Scope**

The Committee will:

- Ensure Confidentiality: All members must preserve confidentiality of all individual staffing matters pertaining to the business of the committee.
- Review and appraise the performance of employees annually.
- Review staffing structures and levels and make recommendations to the Full Council.
- Review staff salaries and terms of conditions and make recommendations to the Full Council.
- Review health and safety at work provisions, and all policies, including the Grievance policy, Bullying and Harassment Policy, Disciplinary Procedures and Health and Safety in the Workplace, relating to all Council employees annually and make recommendations to the Full Council.

## **Finance**

Review staffing budget requirements each year for consideration by the Finance Committee during the budget setting process.