



# Heybridge Parish Council

## Personnel Committee Terms of Reference

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Adopted 18 November 2010  
Amended 2012  
Reviewed and Adopted 20 March 2014  
Amended November 2015  
Adopted 19 November 2015  
Reviewed and agreed 18 May 2017  
Reviewed and agreed 10<sup>th</sup> January 2018

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### 1. Scope

The Council Personnel Committee will be responsible to the Council for matters relating to employed staff in detail and for making recommendations in respect of employment and remuneration of staff.

In particular, the Committee will recommend for approval:

- a. Policies relating to employment and termination of staff;
- b. Determination of general terms and conditions of service;
- c. Matters concerned with staff establishment.

### 2. Constitution

The Council Personnel Committee shall consist of the Responsible Financial Officer, the Clerk to the Council, the Chairman of Council, and four further Councillors to be appointed by Council. The Chairman of the Council Personnel Committee shall be chosen by Committee members annually from amongst their membership and at the meeting following that at which the statutory election of Council officers is held.

### 3. Staffing matters

The Personnel Committee will act on behalf of and with delegated powers from Council in respect of:

- a. Details relating to specific employment of individuals;

- b. Individual considerations of working conditions, including hours and duties.
- c. Staff grievance and details relating to severance;
- d. The selection and hiring of staff;
- e. Periodical reviews of specific staff terms and conditions of service annually or as and when required.
- f. Staff continuous professional development and training.
- g. Health and Safety Matters

#### 4. Rules of procedure

The Personnel Committee shall meet as required but not less than twice yearly. Meetings will normally be held in private but the Committee may choose from time to time to invite relevant individuals. All meetings will be minuted.

Decision will be by simple majority with the Chairman of the Committee to hold a second casting vote for use if required. No meeting will be held unless quorate. (3 members) If the Chairman of the Personnel Committee is unable to attend then a temporary Chairman will be elected for that meeting.

The Committee Chairman shall report to Council quarterly.