



## **Terms of Reference for the Personnel Committee**

### **1. Authority**

- 1.1 The Personnel Committee is appointed by, and solely responsible to Cringleford Parish Council. The Committee's duties are defined and agreed by the Main Council, which may vote at any time to modify the Committee's powers and the terms of reference. Council can at any time agree that a particular matter should be brought to full Council for final decision.

### **2. Membership**

- 2.1 The Personnel Committee will consist of no fewer than four parish councillors. The Chair will be re-elected each year during the Annual Parish Council meeting, although any member can preside by agreement in the Chairman's absence. The quorum will be a minimum of three Members. Chairman and Vice-Chairman of the Council are ex-officio members of the committee and have voting rights.
- 2.2 Membership of the Committee is established at the Annual Parish Council Meeting.

### **3. Records of Proceedings**

- 3.1 Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors, received at the next Full Council meeting (some items may be taken under confidential matters as appropriate) and adopted at the next Personnel Committee meeting. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.

### **4. Responsibilities and Powers**

The Personnel Committee has full decision-making powers for the following matters (although not limited to) and shall:

- 4.1 Review staffing structures and levels and make recommendations to the Council
- 4.2 Agree and review contracts of employment, job descriptions and person specifications for staff.
- 4.3 Review staff salaries and terms of conditions
- 4.4 Appoint from its membership a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include three members in the case of appointment to the Parish Clerk or RFO posts and one member of



the Committee plus the Clerk for other senior posts. Appointment of the Clerk should always be agreed by Council as a whole.

- 4.5 Determine grievance or disciplinary matters where appropriate, as detailed in the separate policies.
- 4.6 Authorise the Clerk by a quorate email / zoom consensus to recruit following staff resignations, as long as on a salary / job description “like for like” basis.
- 4.8 Refer matters to full Council at their discretion as necessary.

## **5 Frequency of meetings**

- 5.1 One meeting will be held every year to review HR policies and receive a staffing update. Otherwise meetings will be convened as and when necessary, e.g. to deal with grievance or disciplinary matters, to recruit to staff vacancies, or to deal with other emerging personnel issues.

## **6 Confidentiality**

- 6.1 Parts of the meetings that relate to employment matters may be held in private.