

## **TERMS OF REFERENCE FOR THE PERSONNEL SUB-COMMITTEE**

These rules are supplemental to, and do not in any way override, the Parish Council's standing orders &/or financial regulations.

### **1. Membership of the Personnel Sub-Committee**

- a. The sub-committee shall comprise the Parish Council chairman and two other members of the Parish Council, to be confirmed every year at the Annual Parish Council meeting.
- b. Any changes in membership of the sub-committee following the Annual Parish Council meeting shall be subject to approval at the next Parish Council meeting.
- c. The quorum of the sub-committee shall be two of its members.

### **2. Chairman**

- a. The chairman of the sub-committee shall be determined at the Annual Parish Council meeting.

### **3. Conduct of Meetings**

- a. All meetings of the Personnel committee will be convened in accordance with the Parish Council's standing orders.

### **4. Powers of the Personnel Sub-Committee**

- a. The sub-committee is empowered to make any decisions on Personnel matters which the Parish Council is empowered to make, subject to any costs incurred being within the Parish Council's total budget for staff pay.

### **5. Responsibilities and Areas of Operation of the Personnel Sub-Committee**

- a. To establish and review salary pay scales for all Parish Council staff and to be responsible for their administration and review.
- b. To recruit and appoint Parish Council staff.
- c. To arrange execution of new employment contracts and changes to contracts.
- d. To carry out the annual Performance Appraisal of all Parish Council staff in line with the Parish Council Appraisal policy & procedures.
- e. To oversee any process leading to dismissal of Parish Council staff including redundancy.
- f. To keep under review staff working conditions.
- g. To monitor and address regular or sustained staff absence.
- h. To consider grievance or disciplinary matters (and any appeals).