



# 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 May 2016

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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 general 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 two further Councillors to be elected 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 duties and remuneration;
- c. Staff grievance and details relating to severance;
- d. The selection and hiring of staff;
- e. Review of specific staff terms and conditions of service from time to time;
- f. Staff continuous professional development and training.

#### **4. Rules of procedure**

The Personnel Committee shall meet as they decide 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 to attend for specific reasons. All meetings will be minuted as appropriate.

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 without the presence of all members or in the event of a committee member being unavailable with the presence of a substitute determined by committee membership.

The Committee Chairman shall report to Council quarterly.