

Lydiard Millicent Parish Council Personnel Committee

Terms of Reference

The Personnel Committee is appointed to make recommendations to the Parish Council regarding all staffing matters, subject to budget and expenditure limits. Legal responsibility for the decisions and actions of the Committee remains with the Parish Council.

- a) The Committee will comprise a minimum of four members and a maximum of five, each of whom will be a Councillor.
- b) The Chairman and Vice-Chairman of the Council will have automatic membership. All members of the Committee will have full voting rights.
- c) All other members of the Parish Council have the right to attend a meeting and make representations on the matters being discussed however, only Committee members have the right to vote.
- d) The quorum will be three Councillors.
- e) Any elected Committee member can preside, by agreement, in the absence of a Chairman.
- f) Appointment of members to the Committee after initial formation will normally take place at the Annual Meeting of the Council and remain in effect until the next Annual Meeting.
- g) A Chairman will be elected annually by the Committee at its first meeting.
- h) The Committee will meet as required to fulfil its responsibilities.
- i) Due to the confidential content of personnel meetings, the public and press will not be permitted to attend the meetings, and that no public notice is required.
- j) Reporting to the Parish Council will be by circulation of minutes to all Councillors and acknowledgement of this at the next meeting of the Parish Council.
- k) The Parish Clerk or nominated Committee member will be responsible for the recording and distribution of minutes.
- l) The Committee Chairman will be the line manager to the Parish Clerk.
- m) All members must preserve confidentiality for all individual staffing matters pertaining to the business of the Committee as well as adhering to the General Data Protection Regulations.

The Committee has delegated authority from the Parish Council to fulfil the following responsibilities, roles and functions, making recommendations to the Parish Council as appropriate to:

- ensure that suitable HR arrangements and insurances have been established and reviewed.
- oversee the recruitment and appointment of staff
- consider and make relevant recommendations on appointment, terms and contractual matters to the Parish Council for all staff (including job descriptions)

- carry out annual reviews of relevant policies and make recommendations to the Parish Council.
- establish and review the salary pay scale reference points.
- establish and review the performance management system (including annual appraisals)
- establish a training and development policy for Councillors and Staff.
- maintain overview of the Parish Council's Health & Safety obligations and ensure that there are relevantly trained Council staff to carry out annual and specific risk assessments and address Health and Safety issues across the Parish Council's assets
- allocate and manage the training, meetings and conferences section of the budget or up to £250 per item as long as that payment does not exceed the maximum amount of the budget. Payments exceeding this amount require authorisation from the Parish Council
- allocate a maximum delegation level to the Committee Chairman and Parish Clerk in order to organise training, when training cannot be planned in advance.
- organise staff appraisals, which will be carried out by the Parish Clerk, with the exception of the Parish Clerk, whose appraisal will be carried out by the Committee Chairman and Chairman or Vice-Chairman of the Council.
- keep under review staff working conditions and health and safety matters
- ensure that the Council complies with all legislative requirements relating to the employment of staff
- consider and action grievance or disciplinary matters in accordance with the Parish Council's grievance and disciplinary policies.
- oversee any process leading to recruitment or dismissal of staff including redundancy. (Dismissal of staff is a decision of the Parish Council unless delegated by a resolution in individual instances).

Adopted at the Parish Meeting held on 4 December 2025