



PERSONNEL COMMITTEE TERMS OF REFERENCE

Re-adopted with amendments December 2025

STRUCTURE

- The Committee shall consist of three Members of the Council, appointed at the Annual Parish Council Meeting.
- If a regular Member cannot attend, another Councillor may be substituted by resolution of Full Council or with the agreement of the Proper Officer and Committee Chair, to ensure the Committee can meet.
- The Chairman of the Council is an ex officio Member of the Committee, with full voting rights.
- Only Parish Councillors may serve on the Committee (Local Government Act 1972, s.102(3)).
- The Committee shall appoint a Chairman and Vice-Chairman at its first meeting after the Annual Meeting of the Council, or as soon as reasonably practicable thereafter.
- The quorum for meetings shall be three Members (and in any case not less than one-third of the Committee, in line with Standing Orders).

DELEGATED POWERS

The Personnel Committee has delegated authority from Woodham Ferrers & Bicknacre Parish Council to oversee matters relating to the employment of staff. In particular, the Committee shall:

1. Appraisals & Development

- Conduct the annual appraisal of the Clerk (normally led by the Committee Chair or Vice-Chair) and approve appraisals of other staff.
- Consider staff training and professional development needs.

2. Contracts & Conditions

- Oversee staff contracts, job descriptions, and conditions of employment.
- Ensure compliance with health and safety requirements.
- Review job descriptions as necessary.

3. Recruitment & Pay

- Oversee recruitment and recommend staff appointments to Full Council.
- Recommend to Full Council any changes to staff hours, salary grades, or structure.
- Approve implementation of national salary awards (NALC/SLCC).

- Make recommendations to Full Council on honoraria, ex gratia or exceptional payments.

4. Grievance & Discipline

- Deal with staff disciplinary and grievance matters in line with Council policy.
- Maintain confidentiality of all staffing matters.

5. Budget & Reporting

- Submit staffing-related items for inclusion in the annual budget.
- Report recommendations to Full Council as required.

Important Note: All powers shall be exercised in accordance with Standing Orders, Council policy, or directions given by Full Council. **Final approval of contracts, pay, and hours rests with Full Council unless expressly delegated.**

MEETINGS

Meetings shall be convened by the Committee Chairman as required.

In addition, if the Chairman does not call a meeting within 7 days of a written request by two Committee Members, those Members may convene a meeting (in accordance with Standing Orders).

Meetings will normally be held in confidential session due to the personal and sensitive nature of staffing matters.

REVIEW OF TERMS OF REFERENCE

These terms of reference will be reviewed annually.

Lucy White – Parish Clerk