WOODHAM FERRERS &
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PERSONNEL COMMITTEE – TERMS OF REFERENCE

Adopted: 3rd November 2026
Review Date: May 2027

1. Structure and Membership

- The Personnel Committee shall consist of three Members of the Council, appointed by Full Council.
- The Chairman of the Council shall have no automatic right of membership but may be appointed as one of the three Members in the same manner as any other Councillor.
- Only Parish Councillors may serve on the Committee.
- The Committee shall appoint a Chairman and Vice-Chairman.
- The quorum shall be three Members.
- The Chairman of the meeting shall have an original vote and, in the event of an equality of votes, may exercise a casting vote.

Substitute Members

- Full Council shall appoint Councillors who are not ordinary Members of the Committee as eligible substitute Members.
- Where an ordinary Member is unable to attend a meeting, that Member may nominate an eligible substitute Member to attend in their place.
- The ordinary Member shall notify the Proper Officer of their inability to attend and the proposed substitute at least four days before the meeting, in accordance with Standing Orders.
- A substitute Member attending in place of an ordinary Member shall, for that meeting, have the same rights to participate and vote as the Member they replace.

2. Delegated Authority

The Personnel Committee shall have delegated authority to determine staffing and employment matters on behalf of the Council within these Terms of Reference, subject to the Council's Standing Orders, Financial Regulations, employment policies, approved staffing establishment and agreed budget.

Where a matter falls outside the Committee's delegated authority, the Committee shall make a recommendation to Full Council.

3. Contracts and Conditions of Employment

The Committee shall have delegated authority to:

- approve contracts of employment and amendments to contractual terms and conditions;
- review and approve job descriptions and routine changes to duties and responsibilities;
- oversee conditions of employment and ensure that appropriate employment practices are followed; and
- obtain appropriate professional HR or legal advice where necessary.

Any contractual change resulting in expenditure outside the approved staffing budget or otherwise requiring Full Council approval under Financial Regulations shall be referred to Full Council.

4. Appraisal, Performance and Development

- The Clerk's annual performance appraisal shall normally be conducted by two Members of the Personnel Committee nominated by the Committee.
- The appraisal shall be reported in writing to the Personnel Committee and shall be approved by resolution of the Committee.
- The Committee shall consider objectives, performance, training and professional development requirements arising from the appraisal.
- The Committee may approve staff training and professional development within the Council's agreed budget.

5. Pay

The Committee shall have delegated authority to:

- implement nationally agreed salary awards and other nationally agreed changes to terms and conditions;
- determine salary progression or increases within the salary scale or range approved by Full Council and within the approved staffing budget; and
- consider salary progression, where applicable, having regard to the responsibilities of the post, performance and relevant terms and conditions.

Any proposal to re-grade a post beyond the salary range approved by Full Council, or any proposal that cannot be met from the approved staffing budget, shall be referred to Full Council.

6. Recruitment

The Committee shall:

- oversee recruitment and selection processes;
- approve recruitment arrangements, job descriptions, person specifications and interview procedures within the staffing establishment agreed by Full Council;
- conduct or arrange interviews as appropriate; and
- make recommendations to Full Council regarding appointments.

Final appointment of employees shall remain a decision of Full Council.

7. Grievance, Disciplinary, Capability and Absence Matters

The Committee shall have delegated authority to consider and manage staff grievance, disciplinary, capability, sickness absence and other employment matters in accordance with the Council's adopted employment policies and procedures and relevant employment law.
Appeals shall be dealt with in accordance with the Council's relevant employment policies and procedures.

Members involved in an original decision shall not participate in determining an appeal against that decision where the applicable policy requires an independent appeal.
All Members involved in staffing matters shall maintain appropriate confidentiality.

8. Staffing Structure and Budget

The Committee shall:

- consider staffing requirements and make recommendations to Full Council where changes to the staffing establishment or structure are proposed;

- submit staffing-related budget requirements for consideration as part of the Council's annual budget-setting process; and
- exercise its delegated authority only within the staffing budget and financial authority approved by Full Council.

The following matters shall be referred to Full Council:

- creation or deletion of a permanent post;
- significant changes to the Council's staffing structure;
- final appointment of an employee;
- re-grading of a post beyond an approved salary range;
- expenditure that cannot be met from the approved staffing budget; and
- any matter which the Committee considers, because of its significance, should be determined by Full Council.

9. Meetings

- Meetings shall be convened by the Committee Chairman as required.
- If the Chairman does not call a meeting within seven days of a written request by two Committee Members, those Members may convene a meeting in accordance with Standing Orders.
- Personnel Committee meetings shall comply with the Council's Standing Orders concerning notice, agendas and access by the public and press.
- Where business to be considered is confidential or its consideration in public would be prejudicial to the public interest, the Committee may resolve to exclude the public and press for the relevant item or items in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Council's Standing Orders.

10. Reporting and Confidentiality

- Decisions made under delegated authority shall be recorded in the Committee's minutes.
- Recommendations requiring a decision of Full Council shall be reported to Full Council.
- Confidential personal information relating to employees shall not be disclosed in public minutes or reports.
- Where appropriate, Full Council may be informed that a matter has been determined under delegated authority without disclosure of confidential employment information.

11. Compliance

The Committee shall exercise its functions in accordance with:

- the Council's Standing Orders;
- the Council's Financial Regulations;
- the Council's employment policies and procedures;
- the terms and conditions of employment applicable to Council employees; and
- relevant employment and local government legislation.

12. Review

These Terms of Reference shall be reviewed annually by Full Council, normally at the Annual Meeting, and may be reviewed at any other time where necessary.