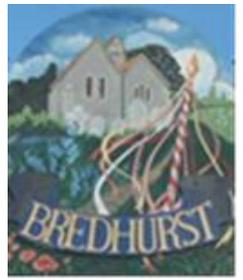


# **BREDHURST PARISH COUNCIL**

## **Personnel Committee - Terms of Reference and Scheme of Delegation**



Adopted: December 2020

Reviewed: September 2021

1. The Personnel Committee may exercise delegated functions on behalf of the Parish Council under the following terms of reference subject to:
  - a. The Parish Council's approved budget, financial regulations and standing orders.
  - b. Any previous minuted decision of the Parish Council.
  - c. Any matters reserved to the Parish Council by law.
2. These Terms of Reference may be reviewed at any time by the Council to ensure they remain appropriate for the requirements of the Parish Council.
3. The purpose of the Personnel Committee is to deal with overarching human resource related matters and to make recommendations to the Council and may include but not limited to:
  - a. Take all action necessary to advertise, select and interview candidates to make an appointment within budgetary constraints.
  - b. To determine and recommend to Council, all human resource related policies and procedures.
  - c. To determine the staffing levels necessary to efficiently discharge the work required by the Council and report any recommendations for change to Full Council.
  - d. To consider and deal with grievance and disciplinary issues (Clerk related).
  - e. In conjunction with the Line Management Sub-Committee, to determine the pay and conditions of employment of the Clerk and to review and update these as necessary.
  - f. To recommend such reviews and updates to Full Council for adoption.
4. The Personnel Committee will have four members, all members of the Council.
5. The quorum will be three members.
6. The Chairman of the Parish Council will be appointed as ex officio member and three other members will be appointed.
7. The Chairman of the Parish Council will be appointed as Chairman of the Personnel Committee.
8. Where a complaint is against member of the Personnel Committee that member shall temporarily stand down, whilst the investigation takes place, and another Councillor be appointed.
9. The Personnel Committee will review its membership as and when required or, as a minimum, annually at the Annual Meeting of the Parish Council in May or sooner if necessary.
10. The Personnel Committee's minutes will be taken by a member of the Personnel Committee. The committee will ratify its own minutes and then send these to Full Council for information only.