



LYMINGE PARISH COUNCIL

TERMS OF REFERENCE PERSONNEL COMMITTEE

Agreed on: 13.05.24

Review due: By June 2025

PURPOSE

1. The purpose of this committee is to manage the staffing requirements of the council and to facilitate the council's duties as an employer.
2. The committee will work alongside any external HR company to ensure the council's duties are fulfilled.

MEMBERSHIP

3. The committee will have three members.
4. Membership to the committee will be decided at the Annual Meeting of the Parish Council and will run for four years or until the next local elections (whichever is first).
5. Existing committee members are eligible for re-election.
6. Should membership fall below the minimum number, the Full Council may appoint substitute members in the interim.
7. The Chair and Vice-Chair of the council are not ex-officio members of this committee.

PROCEDURES

8. The committee will operate within Local Government law and the council's own Standing Orders and Financial Regulations etc.
9. The Chair of the committee will be appointed internally by the members of the committee.
10. The quorum of the committee shall be the full committee.
11. All correspondence shall be conducted through the Clerk of the Parish Council wherever possible or appropriate.
12. Minutes of all meetings are to be kept by the Clerk (or a member of the committee when the Clerk is unavailable).
13. Draft minutes will be sent to all councillors by email within two weeks of the meeting.

FREQUENCY OF MEETINGS

14. The committee will meet when necessary.
15. A minimum of three clear days' notice will be given when meetings are to take place.

CONDITIONS

16. Only councillor members of the committee may vote on agenda items.
17. A member of the committee must declare any conflict of interest and act in the same way as one would in any other meeting in regards to disclosable interests.
18. Regularly report back to the Parish Council on progress, issues arising and outcomes where appropriate.

COMMITTEE FUNCTIONS

19. The committee will consider and make recommendation to the Council or relevant committee on:
 - Employment/staffing needs of the council.
 - Job descriptions/adverts/contracts
 - Pay increases
 - Other staffing issues that arise
20. The committee has powers, delegated by full council, to:
 - Interview candidates for employment.
 - Make decisions on employment following interviews (acceptance or rejection of candidates).
 - Carry out appraisals of the Clerk
 - Assist the Clerk in appraisals of other employees.
 - Carry out disciplinary procedures (including termination of employment in line with guidance from HR company) when necessary.