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**HEYBRIDGE BASIN PARISH COUNCIL**

**Personnel Committee Terms of reference**

These Terms of Reference were approved at Full Council on 19th July 2022. Minute 22/64 b refers.

The Personnel Committee sits and functions under the delegated authority of the Parish Council. Like the Full Council, it exercises its authority as a collective body. The Personnel Committee has the delegated authority to make decisions on behalf of the Full Council on matters within its areas of responsibility without the need for these decisions to be ratified by the Full Council. In other cases, it makes recommendations to the Full Council. This does not affect the overall compliance with the Financial Regulations where certain financial actions must be approved by Full Council.

**Membership**

Membership of the committee shall consist of at least three Councillors. Members will be decided and appointed annually in the Full Council’s Annual Statutory meeting.

**Voting**

Only the above may vote and participate at a meeting. In the case of an equal vote, the Chair of the committee shall have a second or casting vote.

**Chairman**

The Chairman of the committee will be elected annually by the members of the committee at its first meeting after the Annual Statutory meeting of the council. If the Chair of the Committee is unable to attend, then a temporary Chair will be elected for that meeting.

**Quorum**

No meeting will be held unless quorate (3 members).

**Meetings**

The Personnel Committee will meet on at least a quarterly basis and Extra-Ordinary meetings will be arranged if a need arises, or if the Clerk requests to meet the committee.

The Personnel Committee meeting will be for a maximum of 2 hours, with any unfinished business being taken at the beginning of the next Personnel Committee meeting. In exceptional circumstances the meeting may be extended with a vote taken by Members.

**Admission of the Public and Press**

Personnel Committee meetings will be closed to the Public & Press by means of a special resolution as follows: “In accordance with S1(2) of the Public Bodies (Admission to Meetings) Act 1960 A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of a confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during resolutions to which the resolution applies.

**Minutes**

All meetings will be Minuted.

**Delegated Powers**

**The Personnel Committee has the delegated authority from Heybridge Basin Parish Council:**

1. To oversee all matters relating to the employment of staff. In particular:

* To review all policies that relate to staff employment as required and make recommendations to Full Council.
* To recommend to Council changes in staff structure and responsibilities as may be expedient for the effective and efficient operation of the Council’s services.
* To determine and implement, on behalf of the Council the annual appraisal for the Clerk and such other staff development functions as may be appropriate.
* To be responsible for Staff conditions of employment and contracts and job descriptions.
* The appointment of staff.
* To agree the implementation of national salary awards as recommended by the NALC & SLCC.
* To review staff salaries and terms and conditions and make recommendations to Full Council.
* To deal with any staff disciplinary matters in accordance with council policy
* To deal with any staff grievances in accordance with the council policy.
* Compliance with Health and Safety regulations.
* Continuous professional development of staff.

1. Submission of items within the Personnel remits to be included in the budget for the following year.

All powers shall be exercised in accordance with any Standing Orders, Policy adopted, or directions given by Heybridge Basin Parish Council.

**Terms of Reference**

These are to be reviewed annually by Full Council.

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| **Reviewed and approved:** | **Minute:** |
| 19th July 2022 | 22/64 b |
| 16th May 2023 | 23/13 a |