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TERMS OF REFERENCE FOR PERSONNEL COMMITTEE

1. Terms of Reference

The Council Personnel Committee will be responsible to the Council for matters relating to employed staff in detail and for making recommendations in general in respect of employment and remuneration of staff.

In particular, the Committee will recommend for approval:

- a. Policies relating to employment and termination of staff;
- b. Determination of general terms and conditions of service;
- c. Matters concerned with staff establishment.

2. Constitution

The Gosfield Parish Council Personnel Committee shall consist of three parish councillors (a chairman and two others), to be elected annually by the Parish Council. The election shall take place after the statutory election of parish council officers (i.e. chairman and vice chairman).

All notifications of meetings and compiling of minutes and the conduct of meetings will follow the rules of the Gosfield Parish Council Standing Orders.

3. Staffing matters

The Personnel Committee will act on behalf of and with delegated powers from Council in respect of:

- a. Details relating to specific employment of individuals;
- b. Individual considerations of working conditions including hours duties and remuneration;
- c. Staff grievance and details relating to severance;
- d. The selection and hiring of staff;
- e. Review of specific staff terms and conditions of service;
- f. Review of continuous professional development of staff.

In the case of a grievance against a member of the Personnel Committee, that member cannot serve on the Committee until the issue has been resolved. In such a situation, a temporary Personnel Committee member shall be elected from within the Parish Council.

Should there be an appeal, the member against whom the grievance has been brought can neither serve on the Appeals Panel nor on the Personnel Committee until the issue has been resolved.

Should the appeal be upheld, the member against whom the grievance had been brought can return to the Personnel Committee. The temporary Personnel Committee member should now relinquish his/her responsibility. Should the appeal fail, the member against whom the grievance has been brought shall not return to the Personnel Committee and a replacement member shall be elected from within the Parish Council.

4. Rules of procedure

The Personnel Committee shall meet as they decide but not less than once yearly. Meetings will normally be held in private but the Committee may choose from time to time to invite relevant individuals to attend for specific reasons. All meetings will be minuted as appropriate.

Decision will be by simple majority with the Chairman of the Committee to hold a second casting vote for use if required. No meeting will be held without the presence of all members or in the event of a committee member being unavailable with the presence of a substitute determined by committee membership.

The Committee Chairman shall report to the Parish Council quarterly if necessary.

5. Confidentiality

Members of the Personnel Committee are reminded that all matters discussed in respect of personnel are confidential and remain confidential.

The minutes of the Personnel Committee will not contain any confidential information, so that they can be disclosed to the full Council in order for them to be approved and a set of minutes can then be published to confirm that a Personnel Committee meeting has been held.

If there was a dispute between staff and the Council the matter would be dealt with by the Personnel Committee, and if there was an appeal against the decision the Council (those not on the Personnel Committee) would form an appeals panel. The appeals panel would not be compromised as they would not have been briefed about the matter until an appeal lodged.

Adopted

Date 18th August 2025

Minute reference 25/161 Item 3

SignedChairman

Review Date: May 2026