

Personnel Committee

Terms of Reference

Document Adopted: 4 March 2019

Reviewed: 12 May 2025

Due for Review: Annually

These rules are supplemental to, and do not in any way override the Parish Council's standing orders.

1. Membership of the Committee

- a) The Committee shall comprise three members. Substitutes will be permitted from the full council membership (because of requirements to be quorate).
- b) Membership of the Committee shall be reviewed at the Annual Meeting of the Council.
- c) The Committee shall be subject to a quorum of three members.

2. Chairman

- a) The Committee shall elect a chairman annually at the first meeting of the Committee after the Annual Meeting of the Council.

3. Conduct of Meetings

- a) All meetings of the Committee shall be convened in accordance with the Council's standing orders.
- b) One meeting will be held every year to review all staff contracts, job descriptions, appraisal and HR policies. Otherwise meetings will be convened as and when necessary eg. To deal with grievance

4. Powers of the Committee

- a) The Committee will not approve expenditure. All financial decisions shall be referred to the Council for consideration.

5. Responsibilities and Areas of Operation of the Committee

- a) To review staffing structures and levels and make recommendations to the Council.
- b) To agree and review annual contracts of employment, job descriptions and person specifications for staff.
- c) To carry out an annual appraisal of the Clerk (including review of the probation period for new Clerks).
- d) To appoint from its membership a recruitment panel when necessary and recommend appointments to Council. Recruitment Panels will normally include three members in the case of the appointment of the Parish Clerk and one member of the Committee plus the Clerk for all other posts.
- e) To act as a disciplinary panel as set out in staff terms and conditions and as an appeals panel in the case of any appeal against disciplinary action taken by the Personnel Committee.
- f) To hear any formal grievance made by the Parish Clerk and any appeal by other staff against the outcome of a grievance investigation undertaken by the Parish Clerk.
- g) To review health and safety at work for all Council employees.

Clerk: Mandy Coote • 4a March Street, Kirton in Lindsey, Gainsborough, DN21 4PH •
clerk@hemswellcliffparishcouncil.org.uk • 07872 863818

- h) To review all Council policies that relate to staff employment on an annual basis.
- i) To ensure the Council complies with all legislative requirements relating to the employment of staff.

This document is available free online at: [Policies - Hemswell Cliff Parish Council](#)

In accordance with the Parish Council's Publication Scheme this document can be purchased for 5p per page, plus postage and packaging. To get a quote for a copy of this document please contact the Clerk to the Parish Council.

Hemswell Cliff Parish Council Clerk – Mandy Coote

Address: 4a March Street, Kirton in Lindsey, Gainsborough, DN21 4PH

Website: hemswellcliffparishcouncil.org.uk

Mobile: 07872 863818

Email: clerk@hemswellcliffparishcouncil.org.uk