



**NEW WALTHAM**  
PARISH COUNCIL

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### **TERMS OF REFERENCE FOR PERSONNEL COMMITTEE**

#### **GENERAL**

##### **1. Membership and Chairing**

Unless otherwise specified the committee will consist of a maximum of 4 members and 1 named substitute member. A Chairman will be appointed. The Chairman of the Parish Council will not be a member of this Committee. But, can attend meetings.

A Clerk to the Committee is not required and if the Parish Clerk is unavailable or it would be inappropriate for them to be in attendance, formal minutes will be produced by a member of the Committee, usually the substitute member if available.

The Committee will elect a Chair from among the members of the Committee. In the absence of the chair at a meeting the committee will elect any member to act as chairman for that meeting.

##### **2. Voting and Quorums**

Only Committee Members can vote. No vote can be taken outside of any meeting.

The quorum shall be not less than 3 members.

##### **3. Minutes and Meetings**

Minutes of meetings will record those present, the date and any decisions and actions taken and agreed.

Minutes will be circulated to all members of the Committee and the Clerk to the Council for circulation at the next full Council meeting. Since Personnel Minutes often discuss confidential employment matters, those items discussed as “exempt” will record the basic decision of the Committee only and provide no further detail.

A more detailed set of ‘notes’ will however be kept on the file and produced by the minute take present.

The committee will meet with three clear working days’ notice given and a lawful Agenda produced and posted in a public place within the Parish. The Agenda will be published by the Clerk to the Council.

#### **4. Procedures and Training**

The membership of the committee will be determined at the main Parish Council meeting and informal “floating” substitutes will not be allowed. Casual vacancies will be filled at the next available meeting of the Council. The terms of reference of the committee will be reviewed annually at each Annual Parish Council meeting.

The normal procedures and regulations of the Council are in force at all times for the Committee.

Members of the committee should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.

Members of the Committee will sign to adhere to the standards as identified by ERNLLCA for members of the Personnel Committee and according to the adopted policy of the Parish Council.

#### **5. Decision making**

The Personnel Committee has full delegated powers for employees of the Council and does not have to refer any decisions back to the main full Council except if any decisions require additional budgetary input from the main Council.

Agreed and adopted at the **May 2024** Annual Parish Council meeting:

#### **Committee Members:**

1. Cllr Dennis Sandell (Chair of Personnel)
2. Cllr Premgiri Hebbar
3. Cllr Roger Breed

**Substitute: Cllr Pat Simpson**

Signed: ..... Date: .....
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**Reviewed: May 2024**

**Next review: May 2025**