



NEW WALTHAM
PARISH COUNCIL

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TERMS OF REFERENCE FOR PERSONNEL COMMITTEE

Name of Committee: Personnel Committee

Membership: Four members of the council (+ one reserve)

Need: To meet legislative requirements and to ensure good governance.

The Personnel Committee is constituted as a Standing Committee of New Waltham Parish Council. The Personnel Committee is responsible for clarifying points of employment law and dealing with human resource management within the Parish Council. The Personnel Committee is the first point of contact for the Chairman of the Parish Council and the second point of contact for the Clerk, as the most senior employee of the Parish Council.

1. Conditions:

1. Membership of the Committee to be decided upon its creation and the membership of the committee to be re-appointed at the Annual Council Meeting. *The committee should be mixed gender (if possible).*
2. Meetings to be convened on a needs basis within the requirements of the Local Government Act 1972, Schedule 12, para 10 and the Public Bodies (Admission to meetings) Act 1960, para 1
3. Meetings will not commence until the decision is taken to exclude the press and public. Minutes to be emailed to the Clerk and presented to the next meeting of the parish council. Unless confidential
4. The committee may co-opt to fill temporary vacancies
5. The Committee is empowered to invite specialist professional Officers or advisors to attend meetings to provide guidance as to matters under discussion
5. The Clerk of the Council will normally support the committee but guidance should be taken from ERNLLCA as to appropriateness.
6. 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.
7. Notification of meetings, agendas and supporting documents will be circulated via email and hard copies will be made available at the meeting (if requested in time).

8. If Clerk attends Personnel meeting – for advice only not to participate.

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. Restrictions

The following restrictions apply to the personnel committee:

- a) The Chairman of the Council is not to be a member of the committee in order that he/she can chair a meeting of the parish council as an appeal body, should that be required
- b) Only Members of the parish council may be members of the Committee
- c) Only members of the committee may attend meetings unless specifically summoned.
- d) The quorum shall be three (3)
- e) The Parish Council's Code of Conduct and attendant regulations apply to this committee.
- f) A member of the council will not sit as a member of the personnel committee if that member is involved in any way (i.e. any conflict of interest with employees).
- g) 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.

4. Minutes and Meetings

Minutes of meetings will record those present, the date and any decisions and actions taken and agreed. (All minutes will be Confidential and will only be available for inspection by members).

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 taker present.

The committee will meet within 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.

5. Procedures Training & Responsibilities

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 fully comply to the standards as identified by this policy and ERNLLCA.

6. Specific delegated powers (re management of employees).

The Clerk

All other Council Employee’s Line Manager, subject to Employment Law.

- To manage the day-to-day staffing needs of the Parish Council.
- To ensure payroll software used is HMRC approved (*HMRC Basic PAYE Tools App is currently used*) and payroll submitted each month for all employees (*Tax & NI is automatically calculated by HMRC App and paid by Direct Debit*). (Personnel to oversee).
- Create/Publish advertisements for Council vacancies - liaise with Personnel if necessary. (liaise with any potential applicants and set up interviews/meetings etc).

The Chairman of the Parish Council - (The Clerk’s Line Manager but **not** Task Manager)

Duty is to manage the Parish Clerk.

- Annual leave, Sick leave (including RTW interviews), unpaid leave, overtime etc. and be the first point of contact for notification purposes.
- To be the first point of contact for discussion of sensitive matters such as grievances and disciplinary matters in the first instance and in an informal way.
- To carry out appraisals with the knowledge of Personnel Committee.
- To report back to the Personnel Committee (re points above).

The Personnel Committee -

- To review staffing structures and levels and make *recommendations* to the Full Council.
- To agree and review as required, contracts of employment, job descriptions and person specifications for staff.
- To review staff salaries and terms and conditions and make *recommendations* to the Full Council.
- To appoint a **recruitment panel** when necessary and recommend appointments to the Full Council. (Recruitment panels will normally include at least three members from the Council, in the case of appointment of the Parish Clerk or RFO post, and one member of the Personnel Committee plus the Clerk for all other posts.)
- To appoint three members from the Council to act as a **disciplinary panel** as set out in the Staff Handbook and three different members as an appeal panel in the case of any disciplinary action or grievance outcome if required.
- To review **Health & safety** at work for all Council employees.
- To review **all Council policies** that relate to staff employment as required.
- To ensure that the **Council complies with all legislative requirements** relating to the employment of staff.
- To receive/agree and recommend employment/termination of employment, of any employee of/to the Council.

NWPC Personnel Committee will ensure that:

- 1) Job descriptions in place for all employee(s) and the consequent contract(s) of employment.
- 2) Conduct an annual appraisal system for the assessment of performance against objectives for the Clerks and any other employees.
- 3) Advise Council on any salary amendments.
- 4) Annually review policies and procedures e.g. disciplinary, grievance, lone working, health & safety, complaints recommending such revisions as may be pertinent to full Council for approval.

5) Ensure there is an annual staff development programme for all staff members such that they may enhance their skills to the benefit of the Council and themselves.

6) Ensure that appropriate training is available & undertaken to ensure staff remain up to date with new guidance so that the Council is currently updated with the latest guidance /laws. Ernlca can advise re this.

7) Consider appropriate arrangements for succession planning in the event of staff turnover for recommendation to the Council.

8) To be the first point of contact for employees (apart from the Clerk, who's first point of contact is the Chair) for notices of resignation/ grievances/ conflicts/ complaints. Personnel Committee will use a designated email address (to be set up)... personnel@newwalthamparishcouncil.gov.uk

9) Check wellbeing of **all Council employees** and bring any concerns to the attention of full council (if appropriate – Ernlca can be consulted).

7. 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.

(Powers: Local Government Act 1972, sections 101 and 112(2) / Employment Act 2008)

Agreed and adopted at the _____ Annual Parish Council meeting:

Committee Members:

1. Cllr Roger Breed
2. Cllr Premgiri Hebbar
3. Cllr Tony Charlesworth
4. Cllr Pat Simpson

Signed: Date:

To Next be Reviewed: May 2026