WEST HANNINGFIELD PARISH COUNCIL
Telephone: 07873 708275
Email: clerk@westhanningfield-pc.gov.uk
Website: www.westhanningfield-pc.gov.uk

PERSONNEL COMMITTEE – TERMS OF REFERENCE

Reviewed and Adopted: 9th March 2026

Purpose
The Personnel Committee provides oversight and governance of all employment matters within West Hanningfield Parish Council. It ensures the Council follows the law, complies with policies, supports staff effectively, and makes informed recommendations to Full Council on staffing matters.

1. Structure and Membership

- The Chairperson and Vice-Chairperson (if appointed) of the Council are ex officio members (automatic members because of their role) and have voting rights as per Standing Orders.
- The Committee shall consist entirely of Councillors (Local Government Act 1972, Section 102(3)).
- Members are appointed at the Annual Parish Council Meeting.
- Co-opted Councillors may join during the year if authorised by Full Council and have equal; any voting rights for co-opted members are determined by Full Council.
- A quorum (minimum number required to make decisions) is three members or one-third of the Committee, whichever is greater.
- The Chairperson and Vice-Chairperson of the Committee are appointed at the first Committee meeting each Municipal Year (or as soon as practical).

2. Delegated Powers (Advisory / Oversight Role)
The Personnel Committee is authorised to oversee and manage staffing matters for the purpose of making recommendations to Full Council. The Committee may:

- Review and propose changes to staff structure, roles, and responsibilities to ensure effective Council operations.
- Carry out or oversee annual appraisals and recommend outcomes to Full Council.
- Review and maintain job descriptions, contracts, and conditions of employment, and recommend changes to Full Council.
- Recommend recruitment and appointment of staff to Full Council.
- Recommend pay awards to Full Council.
- Manage disciplinary and grievance processes in line with council policy and make recommendations to Full Council where a decision is required.
- Ensure compliance with Health & Safety regulations and data protection (GDPR).

- Support professional development and training of staff and make recommendations for approval.
- Prepare budget items related to staffing for Full Council consideration.

Important: The Committee does not have authority to approve appointments, pay changes, or payments unless Full Council has explicitly delegated that authority. All final decisions rest with Full Council.

3. Meetings

- Meetings are called by the Chairperson as required but at least once per year to review appraisals and staffing budget.
- Meetings must be held in person, in accordance with the Local Government Act 1972 and Council Standing Orders, so that the public may attend but be excluded where appropriate.

4. Review of Terms of Reference

These Terms of Reference shall be reviewed annually at the Statutory Annual Meeting of the Council or sooner if required due to changes in legislation, Standing Orders, or Council policy.

Lucy White **– Parish Clerk**