

**Branston And Mere Parish Council**  
**Personnel Committee**  
**Terms of Reference**

**Purpose:**

The purpose of this document is to set out the framework under which the Personnel Committee will operate and define its modus operandi.

**Membership:**

The composition of the committee:

- Parish Council Chair
- At least one male and one female council member with a maximum of 5 members.

**Meetings**

Meetings and how they are conducted:

Term	Composition of committee to be reviewed every 12 months by full Council
Frequency	At the call of the Chair or Deputy Chair
Quorum	Three committee members to be quorate
Decision Making	Consensus (agreement of most of the participants with minority objection as a result of discussion)

**Minutes**

How the action of the Committee is recorded and distributed:

Recording	Minutes of each meeting are recorded by a delegate decided on the day of the meeting.
Distribution	Minutes are circulated to Council members BEFORE the next Full Council Meeting.

**Reporting/Relationship**

Reporting	The committee reports to the Council on a quarterly basis.
Relationship	The Committee reports to the Council on matters relating to its purpose and responsibility; items are brought to the attention of the Council by the Chair (or Deputy).

## Functions of the Personnel Committee

1	To establish and keep under review the staffing structure in consultation with the Finance Committee/full council.
2	To draft, implement, review, monitor and revise personnel policies for staff, including employee handbook.
3	To establish and review salary pay scales for all staff, and to be responsible for their administration and review, making recommendations to full council for ratification.
4	Approval of job descriptions and person specifications, including advertising.
5	To oversee the recruitment and appointment of staff, subject to ratification of appointments by full council.
6	To arrange for the execution of new employment contracts, and changes to contracts.
7	<p>Assessment at the end of probationary period.</p> <p>To establish and review performance management and staff training programmes, with the establishment of a Personal Development Plan as part of annual appraisal. Appraisals to be annual with half yearly reviews.</p> <p>Approval of Training and Development including spending from the training budget.</p> <p>The budget itself, relating to all other staffing associated costs, to be agreed at full council meeting for the cover year.</p> <p>To make recommendations on staffing expenditure to full council.</p>
8	To oversee any processes leading to dismissal of staff (including redundancy).
9	To keep under review staff working conditions, and health and safety matters.

10	To monitor and address regular or sustained staff absence, in line with the Branston and Mere Parish Council Attendance and Management Policy.
11	Pay Appeals – To consider appeals related to pay decisions, in line with the Branston and Mere Parish Council Appeals Policy.
12	Grievance and Disciplinary Matters – To hear grievance or disciplinary matters and any associated appeals, in line with the Branston and Mere Parish Council Grievance and Disciplinary Policy.  Panels may be appointed from committee members to ensure impartiality.
13	To line manage, supervise and performance manage the Clerks work, to administer leave requests, record and monitor absences, manage approved overtime within agreed financial constraints and handle grievance and disciplinary matters and pay disputes.

#### Delegated Authority

The Personnel Committee has delegated authority from Full Council to carry out the above responsibilities and make decisions accordingly, provided all decisions remain within the staffing budget and adopted policies. Where any matter exceeds the financial limits or involves changes to the overall staffing budget or structure, it must be referred to Full Council for resolution.

All decisions made under delegated authority will be recorded in the committee minutes and reported for information to Full Council.

#### Approval Date

01.12.25

#### Approved by Full

Review date December

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