

# Terms of Reference for Personnel Committee

## Version 10 – adopted 21<sup>st</sup> July 2025

### **1. Constitution**

- 1.1 The Personnel Committee is constituted as a Committee of East Preston Parish Council.
- 1.2 The Committee's terms of reference may be amended at any time by the Council. Minor amendments can be made within the committee itself.
- 1.3 The Committee may from time to time investigate, discuss or review matters outside its terms of reference if required to do so by the Council.

### **2. Authority**

- 2.1 The Committee is authorised by the Council to manage any activity within its terms of reference. It is authorised to seek any information it requires from any councillor or employee of the council and all such are directed to co-operate with any request made by the committee.
- 2.2 The Committee is authorised by the Council to obtain external legal or other professional advice and to secure the attendance of anyone it considers has relevant experience, expertise or knowledge with the agreement of the Chairman of the Council and the Chairman of the Finance & General Purposes Committee.
- 2.3 Where a decision is needed ahead of a committee meeting, and this can clearly be justified, a decision can be made on behalf of the committee by the Chairman and Vice-Chairman of the Committee in conjunction with the Clerk or Assistant Clerk. Wherever possible, committee members should be consulted electronically first.
- 2.4 The Chairman of the Committee will automatically sit as a member of the council's Audit & Governance Committee. On occasion, the Chairman of the Committee may send another member of the committee to Audit & Governance Committee meetings as an official, named substitute.

### **3. Membership**

- 3.1 The Committee shall be appointed by the Council from amongst its members and shall consist of the Chairman and Vice-Chairman of the Council and three other members.
- 3.2 The Committee shall elect a Chairman and a Vice-Chairman for the year at its first meeting in every council year.
- 3.3 The Clerk of the Council is Secretary to the Committee; should there be matters requiring the Clerk to absent himself, the Chairman will record that part of the meeting or delegate this task to another member of the committee.
- 3.4 Where a councillor is co-opted to the council after the committee membership has been selected for the current council year, if there is a vacancy, the committee may ask that councillor to join the committee but is under no obligation to do so.
- 3.5 Where there are more councillors willing to sit on a committee than spaces available, the Chairman of the Council and incumbent Chairman of the Committee, should agree to one of those extra councillors becoming the committee's official substitute.

Where it is necessary to include a substitute councillor, because of known absence or a conflict of interest, the official substitute should be approached first. Where that councillor is also unavailable or the committee does not have an official substitute, the Chairman of the Committee and the Clerk should agree between them the order in which to approach other councillors.

The maximum number of substitute councillors at any one committee meeting should be three (for committees of seven members) or two (for committees of five members). (added by Full Council on 4<sup>th</sup> November 2019, Minute 946/19, Resolution 1372)

#### **4. Meetings**

- 4.1. Meetings shall be held at least four times a year.
- 4.2. Additional meetings may be called by the Council or by the Chairman of the Committee.
- 4.3. The quorum necessary for the transaction of the business of the Committee shall be at least one half of the members or not less than 3.
- 4.4. After any evening meeting, regardless of the venue, the Chairman and / or Vice-Chairman of the Committee must stay with the Clerk or Assistant Clerk until he or she has locked up the whole of the venue, as necessary. (added by Full Council on 4<sup>th</sup> November 2019, Minute 946/19, Resolution 1373)

#### **5. Responsibilities**

- 5.1 To determine staffing levels and management structure
- 5.2 To consider the salaries of all employees
- 5.3 To ensure that all employees are graded as per SSALC guidance
- 5.4 To oversee the recruitment procedures for all employees
- 5.5 To keep under review staff work/life balance, working conditions and wellbeing, including the monitoring of absence
- 5.6 To ensure proper arrangements are in place to consider any appeal against a decision on pay issues
- 5.7 To consider and set objectives for the Clerk to the Council and monitor and review all staff performance annually
- 5.8 To monitor the Council's responsibilities for health and safety, welfare and employee support
- 5.9 To consider reports and guidance from external agencies such as external auditors
- 5.10 To have due regard for the Council's responsibilities to equal opportunities generally and the requirements of all equalities and anti-discrimination legislation
- 5.11 To consider the training needs of employees and councillors - to ensure that councillors and employees attend training deemed necessary for their role
- 5.12 To offer new councillors a mentor from within the membership of the committee. New councillors reserve the right not to have a mentor
- 5.13 To ensure that councillors' methods of working do not bring the council into disrepute
- 5.14 To consider on a regular basis the performance of councillors
- 5.15 To ensure that inappropriate behaviour by councillors and employees is addressed
- 5.16 To consider risk issues generally and the specific risk issues contained in the risk registers
- 5.17 To consider any other matters deemed relevant to these terms of reference
- 5.18 To consider all official complaints received by the Parish Council, with the exception of those solely relating to the behaviour of a member of staff or councillor; anyone wishing to make an official

complaint against a councillor or an officer will be directed to the Monitoring Officer at Arun District Council who will consider the official complaint against the council's Code of Conduct.

**6.     *Reporting Procedures***

- 6.1     The minutes of the Committee shall be reported to the next Committee meeting
- 6.2     The Chairman of the Committee shall provide a written summary of each meeting for the following Full Council meeting

**7.     *Requirements of a Chairman of the Personnel Committee***

- 7.1     Chairing meetings of the committee
- 7.2     Reporting to council on meetings
- 7.3     Leading on the Clerk's appraisal – pre-meeting and writing up notes
- 7.4     Writing the Clerk's appraisal
- 7.5     Overseeing an annual Health & Safety review – inspection and reviewing protocol
- 7.6     Reviewing policies – e.g. Lone Working and Equality Policies
- 7.7     Leading the committee in responding to in-house complaints about staff or councillors from any source
- 7.8     Chairing meetings to discuss complaints as in 7.7 above
- 7.9     Responding to any HR issues raised by council's staff
- 7.10    Attending any necessary training to carry out these duties effectively