



**EVERSLEY PARISH COUNCIL**

**PERSONNEL COMMITTEE**

**Adopted 7<sup>th</sup> May 2024**

The Personnel Committee is a Standing Committee of Eversley Parish Council, as established by the Council's Standing Orders. These Terms of Reference were adopted by a meeting of the Parish Council held on 7<sup>th</sup> May 2024.

**TERMS OF REFERENCE FOR THE PERSONNEL COMMITTEE**

**Responsibilities**

The Committee is responsible for:

- (i) Obtaining feedback from Councillors on the Parish Clerk's performance;
- (ii) conducting the Parish Clerk's performance appraisal and ensuring that the appraisals of other staff are done timeously and in the correct manner;
- (iii) recommending to Full Council what annual pay increase should be made to the Parish Clerk;
- (iv) overseeing and managing staff contracts at least once a year and to recommend changes for adoption by Full Council;
- (v) working with the Parish Clerk to ensure that Eversley Parish Council is implementing all relevant HR requirements correctly;
- (vi) managing the procedures set out in the Parish Council's Grievance Policy
- (vii) managing the procedures set out in the Parish Council's Disciplinary Policy

**Membership**

Membership - no fewer than three Parish Councillors will be appointed annually at the AGM.

Quorum - the quorum of the Committee shall be three Members.

Voting - only the above may vote and participate at a meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then s/he shall declare such interest as soon as it becomes apparent and disclose the nature and extent of the interest as required. If a Member who has declared an interest then considers the

interest to be prejudicial, s/he must withdraw from the room during consideration of the matter to which the interest relates.

### **Meetings**

The Committee will hold at least one meeting a year.

### **Minutes**

- (i) Minutes shall not be open for inspection by any Member of the Parish Council until a matter has been fully resolved.
- (i) Confidential reports shall not be made available to the public.

### **Admission of the Public and Press**

The Public and Press will be excluded from all meetings when confidential matters are to be discussed by means of a special resolution as follows: "In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and public be excluded from the meeting during consideration of these items due to the confidential nature of the items under discussion".