



EVERSLEY PARISH COUNCIL

PERSONNEL COMMITTEE

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The Personnel Committee is a Standing Committee of Eversley Parish Council, as established by the Council's Standing Orders.

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 the 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".