***Galleywood Parish Council***

**PERSONNEL COMMITTEE**

**TERMS OF REFERENCE**

# Members

* Membership shall consist of four Council members and shall be appointed at the Annual Council Meeting
* Membership shall consist of the Chairman and Vice Chairman of the Council, the Chairman of the Planning and Highways and Finance and Resources Committees. If a Committee Chairman is not available because they are already a member through their position as either Chairman or Vice Chairman of the Council, any other Councillor may be nominated at the Annual Council Meeting
* The Chairman and Vice Chairman of the Committee shall be appointed at the Annual Council Meeting
* Three members or one-third of the Committee shall constitute a quorum for meetings whichever is the greater

**Frequency of Meetings**

Quarterly and other meetings may be called as and when required.

# Delegated Powers

1. To consider levels of staffing and make recommendations to the Council; thereafter to implement decisions to recruit in accordance with current guidance from NALC.
2. To consider current contracts and conditions of employment and ensure that they follow the current guidance from NALC.
3. To review annually the currently agreed form and method of appraisal and after consultation with staff, implement appropriate changes.
4. To receive a summary of all Staff Appraisals in line with the Council’s Appraisal Policy.
5. To review salaries in accordance with current contracts and guidance from NALC and make recommendations to the Council.
6. To consider recommendations relating to Health & Safety at Work and Risk Management made by the Clerk and implement necessary changes provided that any cost does not exceed £250. Recommend changes exceeding £250 are to be referred to the Council.
7. When dealing with issues of a confidential nature, the public and press be temporarily excluded *in accordance with the Public Bodies (Admission to Meetings) Act 1960*
8. The Committee is authorised to establish Working Groups and Sub-Committees and to appoint advisors as and when necessary, to assist in its work.
9. Sub-Committees shall be chaired by a Councillor and have agreed Terms of Reference set by the Committee.
10. Advisors shall have no voting rights.

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| Date effective from: | 2022 |
| Last review date: amended July 2024 | 16 May 2024 |
| Next review: | May 2025 |
| Committee: | ANNUAL COUNCIL |

Agendas and Minutes will be provided to all Parish Councillors, City and County Councillors representing Galleywood Parish Council.