



## **HORSMONDEN PARISH COUNCIL**

### **Terms of Reference for Personnel Committee**

***(These terms of reference were agreed by Horsmonden Parish Council on 13 May 2024 )***

The Personnel Committee considers and manages all aspects of personnel including: appointments; appraisal and performance assessment; grading and conditions of service.

#### **Committee membership and Chair.**

Committee membership is approved at the Annual Meeting of the Parish Council which is held in May each year and will include the Chair and vice chair of the Parish Council. The Committee Chair will be elected from those present at the first committee meeting held each year following the Annual Meeting of the Council.

#### **Frequency of meetings and quorum**

The Committee will meet at least annually to carry out a staff appraisal and performance assessment (unless there is call for an unexpected meeting during the year). A quorum of the committee is three councillors .

#### **Personnel Management – Terms of Reference.**

1. To consider the Council's staffing structure
2. To recommend job descriptions of staff for full council approval, as necessary.
3. To consider the deployment, welfare, superannuation, remuneration, recruitment, training, qualifications, health and safety aspects and other conditions of service of all employees.

4. To ensure an annual appraisal for staff takes place by members of the committee.
5. To determine and recommend the establishment and grading of employees for the agreement /administration of the Council.
6. To recommend Staff salaries/pensions or other benefits to be approved by the Full Council.
7. To deal with recruitment of Council staff as necessary.
8. To hear and determine matters of discipline and efficiency.
9. To negotiate and consult with representatives of the council's employee(s)

### **Committee Budget**

It is not anticipated that the committee will require any additional funding.

### **Other**

The Committee has the right to identify issues that will be dealt with at the full meeting of the Parish Council.