



Personnel Sub Committee Terms of Reference

1. Delegation

- 1.1 Haydon Wick Parish Council (the Council) agreed to adopt the Personnel Sub Committee Terms of Reference at Full Council on 27th April 2021.
- 1.2 The Council will consider renewing these Terms of Reference on an annual basis.

2. Membership

- 2.1 The Committee will consist of SIX members; the Chairman and Vice-Chairman of the Council, the Chair of the Finance & Policy Committee and three ordinary members of the Committee (or Council). This Committee will meet on an ad-hoc basis, but at least on one occasion annually.
- 2.2 The quorum will be THREE Members including the Chairman and Vice-Chairman of the Council.
- 2.3 The Chair will be taken by the Chair of Policy & Finance. There will be no Vice-Chairman.

3. Procedures

- 3.1 The committee will operate within Haydon Wick Parish Council's Standing Orders, Financial Regulations and all the relevant legislation for local government.
- 3.2 The Committee will agree the minutes of meetings at its next meeting.
- 3.3 The Clerk will provide administrative support for the Committee.
- 3.4 The Committee will meet without the press and public in attendance.

4. Meeting Dates

- 4.1 This Committee will meet on an ad-hoc basis, but at least on one occasion annually.
- 4.2 The Committee shall meet in the Council Chamber, Council Offices, Thames Avenue, Haydon Wick SN25 1QQ unless otherwise agreed, or blended/remotely, if and when legislation permits.

5. Terms of Reference

- 5.1 To consider other staff reviews undertaken by the Clerk and take necessary action thereon.
- 5.2 To recommend to Full Council annual salary awards for all staff employed by the Council and make appropriate recommendations in accordance with NJC (National Joint Council) Terms and Conditions of service.
- 5.3 To receive recommendations from the Clerk in accordance with the Staff Handbook and the Council’s Disciplinary & Grievance Procedures and take all necessary action thereon.
- 5.4 Disciplinary Appeals Panel: The disciplinary appeals panel (DAP) will be empowered to consider an appeal by any employee of the Council referred to in accordance with the Council’s Disciplinary and Grievance Procedures, and to endorse, rescind or amend the original decision on disciplinary actions as it sees fit. The DAP will be made up of not less than THREE members of Full Council (who are not members of the Personnel Sub-Committee).
- 5.5 To conduct the annual appraisal and to act as a line manager to the Parish Clerk.
- 5.6 To seek a professional legal advice in cases where serious implications for staff or members may ensue.

Version Control

HWPC Personnel Sub Committee Terms of Reference	Georgina Morgan-Denn Clerk to Council	Adopted 18 th February 2014 – Reviewed 15 th September 2015. Reviewed and adopted 18 June 2019. Reviewed & Adopted 27 th April 2021.	Review: April 2022
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