

HENSTRIDGE PARISH COUNCIL

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TERMS OF REFERENCE FOR PERSONNEL COMMITTEE.

The personnel committee should operate within the Standing orders of the Council at all times (with particular reference to S.O. 40 – 50 which refer specifically to committees), and the Chairman should use the Guidance on Chairmanship as a reference.

The Personnel Committee's role is to deal with all matters relating to employees the Parish Council may wish to deal with outside of a full Council meeting.

The Parish Council delegate the power to the Personnel Committee to make decisions regarding employment matters on their behalf, including matters regarding grievance and disciplinary procedures.

The Personnel Committee shall consist of all members of the Council, with a quorum of 5.

The Personnel committee will hold meetings as required. It should be recognised that while the personnel committee are bound by the requirements to publicly advertise meetings and to publish agendas and minutes, the majority of business is likely to be conducted in closed session due to the confidential nature of the business being transacted.