



SANDGATE PARISH COUNCIL

TERMS OF REFERENCE OF THE PERSONNEL COMMITTEE

DELEGATION FROM THE COUNCIL

1. These Terms of Reference were agreed by the Full Council on 19th May 2025 and recorded in the minutes.

MEMBERSHIP

2. The Committee shall consist of a minimum of 3 and a maximum of 5 Councillors who shall be elected each year at the Annual Meeting of the Parish Council.
3. Existing Committee members are eligible for re-election.

PROCEDURES

4. The Committee will operate within Local Government law and within the Council's own Standing Orders and Financial Regulations.
5. The Committee shall, at its first meeting after the Council's Annual Meeting, elect a Chairman. It may, at that or any other time, elect a Vice Chairman.
6. Both the Chairman and Vice Chairman may stand for re-election.
7. The quorum of the Committee shall be a minimum of 3 of all those entitled to attend.
8. The Council delegates, under section 101 of the Local Government Act 1972, all matters referred to in the section "Committee Functions" for consideration by the Committee and for its recommendations to be submitted to the next meeting of the full Council for decision.
9. The Committee will submit minutes of its meetings to the next Council meeting for ratification and/or for approval of recommendations.
10. The Committee will review its Terms of Reference twice yearly, at six month intervals.

FREQUENCY OF MEETINGS

11. A schedule of meetings will be agreed at the Annual Meeting of the Council.

COMMITTEE FUNCTIONS

12. The Committee will **consider and make recommendations** to the Finance Committee on the following issues:

- 12.1 Staff – the engagement/employment of all staff.

- 12.2 Implementation of the terms and conditions of the employment of all staff such as pay and conditions, expenses, contract of employment, grievance and disciplinary procedures, health and safety policy, staff training.