WRABNESS PARISH COUNCIL

Personnel Committee - Terms of Reference

This policy was adopted by the council at its meeting held on

20th May 2026

1. Members

1.1 The Chairman and Vice Chairman of the Council are ex officio members of all committees and have voting rights (as per Standing Orders).
1.2 The Committee shall consist of at least three Councillors
1.3 Members of the Committee are confirmed at the Annual Parish Council Meeting or the next earliest meeting as required (as per Standing Orders)
1.4 Three Members or one-third of the Committee shall constitute a quorum for meetings whichever is the greater (as per standing orders)
1.5 The Chairman and Vice Chairman of the Committee shall be appointed at the first meeting of the Committee during the Municipal Year (as per standing orders)
1.6 Non councillor co-opted members will not be allowed to join this committee

2. Frequency of meetings

2.1 Meetings are held when deemed necessary by the Committee but will be at least once per annum in order to undertake annual staff reviews. Minutes will be prepared with recommendations for acceptance by the Parish Council at the next available Parish Council meeting

3. Delegated Powers

3.1 The Committee is to manage all aspects relating to any or all Personnel matters including pay reviews, grievance and disciplinary matters.
3.2 The Committee has no power to commit the Parish Council.
3.3 Any orders for goods/services **MUST** be approved by the Parish Council in accordance with its financial regulations and procedures
3.4 The Committee has no decision making capabilities
3.5 The Committee may only act in an advisory capacity to the Parish Council
3.6 The Committee may consult with authorities and organisations as required.

All members of the Committee must be familiar with its Terms of Reference