



TERMS OF REFERENCE FOR THE PERSONNEL COMMITTEE OF NEWPORT PARISH COUNCIL

These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders &/or Financial Regulations. This Committee has no delegated powers to act or bind the Council in any way whatsoever.

1. Membership of the Personnel Committee

- a. The Committee shall comprise the appointed Chairperson to be confirmed every year at the Annual Parish Council meeting and any other members of the Parish Council,
- b. Any changes in membership of the Committee following the Annual Parish Council meeting shall be subject to approval at the next Parish Council meeting. Substitute Members may be co-opted from time to time on the approval of the Chairperson of the Parish Council should any meeting not be quorate.
- c. Members of the Committee shall be independent and impartial. As such members shall not be related either by way of business or personally to any other member sitting at the Committee and should recuse themselves.
- d. The quorum of the Committee shall be three of its members.

2. Chairperson

The Chairperson of the Committee shall be appointed by the Council. If that person is not attending, then the members present shall elect a Chairperson for that meeting only.

3. Conduct of Meetings

All meetings of the Personnel Committee will be convened in accordance with the Parish Council's Standing Orders.

4. Powers of the Personnel Committee

The Committee will make recommendations on Personnel matters to the full Parish Council, having due consideration to the Parish Council's total budget for staff expenditure.

5. Responsibilities and Areas of Operation of the Personnel Committee

The Personnel Committee has no delegated powers to act or determine independently of the Council. The role of the Committee shall be limited to: -

- a. establish and review salary pay scales, pension contributions and expense rates for all Parish Council staff and to be responsible for their administration and review.
- b. establish and maintain Policies and Procedures for all Staff related matters for approval and ratification by the Parish Council.
- c. recruit Parish Council staff, subject to ratification of the appointment by the full Parish Council in Meeting.
- d. arrange new employment contracts and changes to contracts. This may include DBS clearance and establishing the right to work in the UK.

- e. ensure that appropriate Safeguarding procedures are established and maintained for those members of Staff working with children, young people and vulnerable adults.
- f. carry out regular performance appraisal of all Parish Council staff in line with the Parish Council Appraisal policy & procedures.
- g. oversee any process leading to dismissal of Parish Council staff including redundancy.
- h. keep under review at all times staff working conditions including matters concerning Health, Safety and welfare.
- i. monitor and address regular or sustained staff absence.
- j. consider issues of capability, grievance or disciplinary matters in line with the Parish Council Grievance and Disciplinary policy & procedures. Such considerations shall also extend to the investigation, reporting and recommendations that may be given to the Parish Council regarding complaints made against any member of Staff.
- k. ensure that all personal data relating to staff is stored securely and managed in accordance with GDPR regulations.
- l. carry out any other role or duty that may be assigned to it by the Parish Council.

Cllr G Shields elected to Chair Personnel Committee 11.02.20 REF 56. Committee Members Cllr G Shields, Cllr D O'Connell, Cllrs L Cressey, Cllr R Bate. Confirmed minute ref 2021 09 10.

These Terms of Reference as amended were adopted by resolution of the Council, 9/3/2021. Reviewed by Newport Parish Council 08.03.22 Minute Ref 2022/03/09 – Details of Committee members confirmed.

Minute Ref 2022 06 08

Terms of Reference re appointment of Chair / Amendment to Standing orders. Cllrs resolved to annually appoint a Chair of the Personnel Committee rather than amend the Standing Orders / Personnel Committee Terms of reference. Cllr G Shields was requested to take on the role of Chair.

- Reviewed by the Newport Parish Council 11th July 2023 – No updates required Minute Ref 2023 07 09. Cllr G Shields was requested to take on the role of Chair.
- Reviewed by the Newport Parish Council 9th July 2024 – No updates required Minute Ref 2024 07 09. Cllr G Shields was requested to take on the role of Chair.
- Reviewed by the Newport Parish Council 8th July 2025 – No updates required Minute Ref 2025 07 08. Cllr G Shields was requested to take on the role of Chair.