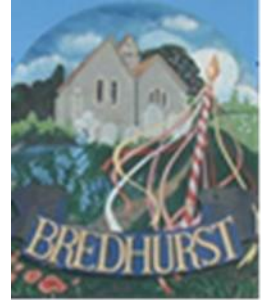


Bredhurst Parish Council

Terms of Reference – Personnel Committee



Adopted: June 2026

Next review: May 2027

These Terms of Reference set out the delegated responsibilities, powers and procedures of the Personnel Committee of Bredhurst Parish Council.

Purpose of the Committee

The purpose of the Personnel Committee is to oversee staffing matters on behalf of the Council, including employment policies, staff welfare, recruitment and performance management.

Membership

- The Committee shall consist of 4 councillors appointed annually by the Council.
- The Committee Chair shall be elected annually.
- The Chair of the Council may serve as a member of the Committee.
- The quorum shall be three members.

Meetings

- The Committee shall meet as required.
- Meetings may exclude the public and press under the Public Bodies (Admission to Meetings) Act 1960 where confidential staffing matters are discussed.
- Agendas and minutes shall be prepared in accordance with Council procedures.

Delegated Powers

The Committee is authorised to:

- review staffing structures and working arrangements;
- oversee recruitment processes;
- recommend appointments to the Council where required;
- undertake staff appraisals;
- monitor staff training and development;
- oversee sickness absence, leave and welfare matters;
- review employment policies and procedures;
- deal with disciplinary and grievance matters in accordance with adopted procedures;
- make recommendations to Full Council on staffing budgets and salary matters.

Recruitment

The Committee may:

- prepare job descriptions and person specifications;

- arrange advertising of vacancies;
- shortlist applicants;
- conduct interviews;
- recommend appointments to Full Council where legally required.

Confidentiality

Members of the Committee must maintain strict confidentiality regarding staffing matters and personal information.

Confidential papers must not be shared outside the Committee unless authorised by law or Council resolution.

Employment Policies

The Committee shall oversee and periodically review employment-related policies including:

- disciplinary procedures;
- grievance procedures;
- equality and diversity;
- health and safety;
- training and development;
- sickness absence;
- bullying and harassment.

Reporting

The Committee shall report to Full Council and make recommendations where appropriate.

Confidential matters shall be reported in a manner that protects employee privacy.

Delegation Limits

The Committee may only act within powers delegated by the Council and in accordance with:

- Standing Orders;
- Financial Regulations;
- employment law;
- relevant Council policies.

Review

These Terms of Reference shall be reviewed annually.