

**Lilleshall Parish Council**  
**Committee Terms of Reference**  
**Personnel Committee**

**Type of committee**

The Personnel Committee is a sub-committee to the Full Council of Lilleshall Parish Council.

**Purpose**

The purpose of the Personnel Committee is to handle any employee matters as set out in the Standing Orders of this Council and in any relevant legislation with guidance of employing staff in local government.

**Scope and authorities**

This committee shall have the delegated authority to handle staff matters as set out in the Standing Orders of Lilleshall Parish Council. Additionally, this committee shall coordinate and manage the arrangements for employing new staff members, this shall be conducted in accordance with the Proper Officer and the Chairman of this committee shall report back to the Full Council any actions of this committee.

The Personnel Committee has the delegated authority to dismiss a staff member, provided that they have done so in accordance with the Standing Orders of this Council and that they have given evidence-based reasons for dismissal of staff.

Any decision by this committee shall be proposed and seconded and voted on by all present members for a resolution to be confirmed.

This committee shall have the delegated authority as laid out in these Terms of Reference and therefore it shall only be considered that a member of this committee can call on a previous resolution of this committee to be reconsidered before this committee, however the timescale for this shall be in pursuance with the Standing Orders of this Council.

Clearly describe what is in and out of scope for the committee

## **Membership**

This Committee shall have no less than three elected members of the Council to reach a quorum, however this committee shall co-opt up to two additional members to this committee in the event that a regular member is not available for a meeting. A reason for this co-option shall be stated in the minutes of this committee.

This committee shall elect a Chairman at its first meeting of every municipal year.

The Clerk of the Council shall organise the agendas for the meetings of this committee, in accordance with the Chairman of this committee and shall make notes at all of the meetings of this committee to form notes.

If the Clerk of the Council is the subject of an agenda item of this committee, they may not be able to take part in the meeting, in a situation as this the committee may resolve to appoint a member of the Full Council, who is not already a member of this committee to take the notes and form the minutes.

## **Meeting arrangements**

This committee may not have a scheduled list of meeting dates presented to the Full Council at its Annual General Meeting. Instead, this committee shall meet as and when required to deal with the matters under delegated authority as set out in these Terms of Reference.

The times and location of these meetings shall be in accordance with the arrangements for local government meetings as set out by the Local Government Act of 1972.

**Terms of Reference adopted by Lilleshall Parish Council at its meeting held Tuesday 2<sup>nd</sup> February 2021 and shall be reviewed in May 2023**