

**HAYDON WICK PARISH COUNCIL**  
**PERSONNEL SUB-COMMITTEE TERMS OF REFERENCE**

The Committee will consist of the Chairman and Vice-Chairman of the Council and the Chair of the Policy & Finance Committee and two ordinary members of the Committee (or Council). This Committee will meet on an ad-hoc basis, but at least on one occasion annually.

Haydon Wick Parish Council will renew these Terms of Reference at its Annual Parish Council meeting each year.

**Members:** 6                      **Quorum:** 3

**Procedures**

1. The Committee will operate within Haydon Wick Parish Council's Standing orders and Local Government Law.
2. The Chair will be taken by the Chair of Policy & Finance. There will be no Vice-Chairman.
3. The Committee will agree the minutes of meetings at its next meeting.
4. The Clerk will provide administrative support for the Committee.
5. The Committee will meet without the press and public in attendance.

**Terms of Reference**

1. To consider other staff reviews undertaken by the Clerk and take necessary action thereon
2. To recommend to Full Council annual salary awards for all staff employed by the Council and make appropriate recommendations in accordance with NJC (National Joint Council) Terms and Conditions of service.
3. To receive recommendations from the Clerk in accordance with the Staff Handbook and the Council's Disciplinary & Grievance Procedures and take all necessary action thereon.
4. Disciplinary Appeals Panel: The disciplinary appeals panel (DAP) will be empowered to consider an appeal by any employee of the Council referred to in accordance with the Council's Disciplinary and Grievance Procedures, and to endorse, rescind or amend the original decision on disciplinary actions as it sees fit. The DAP will be made up of not less than THREE members of Full Council (who are not members of the Personnel Sub-Committee).
5. To conduct the annual appraisal and to act as a line manager to the Parish Clerk.

6. To seek a professional legal advice in cases where serious implications for staff or members may ensue.