

1. GENERAL

- 1.1. The Personnel Committee shall consist of a minimum of three councillors, appointed by Wickham Bishops Parish Council. Committee membership is not open to members of the public.
- 1.2. If any of the appointed councillors are not available to attend a meeting of the Personnel Committee, the Chairman of the Parish Council shall nominate another councillor.
- 1.3. The Personnel Committee shall elect its own Chairman.
- 1.4. The Personnel Committee will have the following authorities:
 - to advertise for new staff, choose interviewees, hold interviews and make recommendations to the Full Council;
 - to conduct annual staff appraisals;
 - to approve training and development for staff and Councillors up to the agreed budget;
 - to determine its meetings timetable and hold as many meetings as it sees fit, to support its pursuit of the agreed position of the Parish Council.
- 1.5. The Personnel Committee will have the following responsibilities:
 - to make a recommendation to the Full Council on the successful applicant(s);
 - to report the conclusion of the annual staff appraisal(s) to the Full Council;
 - to review periodically, the staff contract(s) and initiate any amendments considering the correct employment law procedures;
 - at least annually, to consider its effectiveness and make recommendations to the Full Council for amendments to these Terms of Reference.
- 1.6. Decisions taken by the Personnel Committee in accordance with these Terms of Reference, shall be as though taken by the Full Council.
- 1.7. Decisions and discussion items for the Personnel Committee's consideration will be published on the agenda of the next committee meeting and displayed on the Parish Council noticeboard at least three clear days prior to the meeting, by the Clerk.

Approved and Adopted by Wickham Bishops Parish Council.

Signed:

Date: