BRENCHLEY AND MATFIELD PARISH COUNCIL
Matfield Pavilion, The Green, Matfield, Kent, TN12 7JU
Tel: 01892 723586 www.brenchleyandmatfield-pc.gov.uk

Terms of Reference: Personnel Committee **Date of adoption:** 5th May 2026

Scope

The Committee has six main purposes:

1. To review and update where necessary, all documents relating to employees including Employment Contracts.
2. To manage all elements of recruitment to the post of Clerk and sub-ordinate roles including advertising vacancies, short listing applicants, conducting interviews, and make recommendations on the outcome of the recruitment process to the Full Council.
3. To undertake staff appraisals and recommend pay scales to the Full Council.
4. To conduct and be responsible for all Grievance and Disciplinary actions within the Council (refer to the G&D Policies).
5. To consider complaints made under the Council's Complaints Policy or Vexatious Complainants Policy and make recommendations for the Full Council.
6. To review all personnel matters, be the first contact for all employee/employer matters, to advise Full Council accordingly on such matters, and act on its instructions when called upon.

Provisions

1. The Committee shall have four Parish Councillors as members, with a quorum of three for meetings.
2. The Committee shall appoint its Chair annually at the Annual Meeting of the Parish Council or at the first meeting of the Committee.
3. Membership of the Committee should rotate between members of the Council wherever possible.
4. The Committee will meet at least once per year to undertake appraisals.
5. The Committee will convene as required to consider complaints, grievances or disciplinary matters.
6. All business of the Committee shall be conducted in closed session and shall remain confidential, other than to other members of the Council should they have legitimate need to have access to this information and who will also respect the confidential nature of such information, and the representative of employees where appropriate.
7. Notes of meetings will be taken by an appointed person and such notes shall be presented to Full Council in a closed session, at the earliest opportunity, and be formally approved at the next meeting of the Committee.