

Kidlington Parish Council

Exeter Hall, Oxford Road, Kidlington OX5 1AB

Tel: 01865 372143 www.kidlington-pc.gov.uk



Personnel Committee – Terms of Reference

The committee is responsible for all staffing matters, subject to budget and expenditure limits decided by Council and the Finance and Assets Committee.

Chairs and Vice-Chairs of Council and other Standing Committees

Numbers – 7 (Quorum – 3)

Terms of Reference:

1. To be responsible for staff recruitment, subject to the Council's scheme of delegation to the Clerk. The appointment of the Clerk and RFO must be approved by the Council.
2. To confirm and keep under review individual Contracts of Employment and all terms and conditions
3. To keep the staff structure under review and initiate specific reviews if appropriate
4. To receive reports from the Clerk on staff matters, including staff appraisals, and take appropriate action when needed
5. To make arrangements for the Clerk's annual appraisal and consider the relevant reports, and take any appropriate action
6. To approve the Clerk's holiday requests
7. To monitor, review, and revise staff policies and procedures and all related documentation
8. To support and oversee the work of the Clerk, appointing a panel to report to it for this purpose
9. To decide upon awards for service
10. To ensure that proper procedures are followed relating to any health issues affecting staff
11. To consider matters arising from the application of the Council's Disciplinary, Capability and Grievance Policies and take all necessary action thereon
12. As and when required under the Council's Disciplinary, Capability and Grievance Policies, to appoint an Appeals Panel, whose members will not be members of the Personnel Committee, and appoint the Chair of the Appeals Panel, who will initiate an Appeals Panel Meeting
13. To consider recommendations from the Appeals Panel and take necessary actions thereon.

Adopted by Kidlington Parish Council at Full Council Parish Meeting

Date Approved: 29 May 2025

Meeting Ref: 25/36.2d

Source: schemes of various other councils

Review Date: May 2026

