



## **ST HELENS PARISH COUNCIL**

### **PERSONNEL PANEL**

#### **TERMS OF REFERENCE**

- 1 The Committee shall be known as the Personnel Panel;
- 2 The Committee shall have five members, all Councillors of St Helens Parish Council;
- 3 A quorum shall be three members present;
- 4 The Standing Orders of the Council shall apply to the Committee;
- 5 The Committee shall meet as required and shall consider carefully what matters are to be considered in the absence of the press and public;
- 6 The Committee shall have executive powers to manage the Human Resource function of the Council as an employer in all regards, and to commit the resources of the Council in pursuit of that function but will not have Policy-making powers;
- 7 The Committee may make recommendations to the full Council;
- 8 The Committee may establish Sub-Committees to perform such Personnel-related functions as are required and may establish Terms of Reference for those Sub-committees;
- 9 The Committee shall keep the Council's Personnel Policies under review, recommending alterations and/or additions to the Council;
- 10 The Clerk to the Parish Council shall service the Committee.

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