

# HEMINGFORD ABBOTS PARISH COUNCIL

## PERSONNEL COMMITTEE

### TERMS OF REFERENCE

#### INTRODUCTION

Hemingford Abbots Parish Council has defined the following Terms of Reference for its Personnel Committee.

1. To recruit, appraise and support staff.
2. To review the pay and conditions of employment of staff to ensure conformity with national guidelines
3. To ensure compliance with all relevant statutory requirements in relation to the employment of staff
4. To deal with staff disciplinary and grievance issues.