



Chichester City Council

Terms of Reference Personnel Sub-Committee

1. The Personnel Sub-Committee is constituted as a Sub-Committee of the Finance Committee of Chichester City Council.
2. The Sub-Committee composition shall be a minimum of three and no more than four Councillors as voting members with not less than two members of the group constituting a quorum.
3. There are no ex-officio members of this Sub-Committee.
4. Membership of the Sub-Committee shall be ratified at the first meeting of the Finance Committee following the Annual Council Meeting in May of each year.
5. The Chairman and Vice-Chairman shall be elected annually by the Sub-Committee.
6. The Personnel Sub-Committee shall be administered and managed in accordance with these Terms of Reference.
7. The Personnel Sub-Committee shall meet at least twice a year.
8. The Personnel Sub-Committee is responsible for the employment and welfare of all staff members.
9. The Personnel Sub-Committee shall be delegated to make decisions on behalf of the Finance Committee in the following matters:
 - a. The Sub-Committee is responsible for the employment and welfare of all employees.
 - b. To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Town Clerk's performance.
 - c. To appoint members to act as a disciplinary panel, or and as an appeals panel in the case of any appeal against disciplinary action; as set out in the Green Book and in line with the ACAS best practice guidelines.
 - d. To appoint members to hear any formal grievance in line with the ACAS best practice guidelines.
 - e. To review health and safety at work for all Council employees.
 - f. To review all Council policies that relate to staff employment on an annual basis.
 - g. To ensure the Council complies with all legislative requirements relating to the employment of staff.
 - h. To appoint, from its membership, a recruitment panel when necessary and recommend appointments to Council.

To appoint and dissolve such Working Groups as may be necessary to undertake the background work to fulfil the above requirements.

10. The Personnel Sub-Committee shall be delegated to make recommendations to the Finance Committee in the following matters:
 - a. To review staffing structures and levels and make recommendations to the Finance Committee.
 - b. To review staff salaries and terms and conditions and make recommendations to the Finance Committee.
 - c. To recommend the procurement of specialist advice and services when required to ensure legal compliance with employment law and best practice to the Finance Committee.
11. It is vital that the Personnel Sub-Committee keeps confidential its deliberations and decisions in cases of Grievance, Disciplinary and Capability hearings, because if an Appeal against a decision is received it must, legally and in the interests of fairness, be heard again by elected members with no prior knowledge of the case.
12. In order to ensure as far as possible that such matters as Appraisal, Grievance, Disciplinary and Capability issues are dealt with professionally and in accordance with Employment legislation, all members of the Personnel Sub-Committee must undertake training in these matters.
13. The recommendations and decisions made at the Personnel Sub Committee shall give due and proactive regard to actions which:
 - a. Address or support Chichester City Council's response to the climate emergency (declared in 2019)
 - b. Support, improve and nurture the inclusivity of Chichester for all residents and visitors, and address inequalities
 - c. Support the delivery of the vision and activities outlined in the Chichester City Council Business Plan
14. All correspondence shall be conducted through the Town Clerk wherever possible.
15. Minutes of all meetings shall be kept by the Town Clerk and forwarded to Members of the City Council.

Adopted: 28 February 2024

Minute ref.: 88 (Meeting of Council – 28 February 2024)

Modified: 24 September 2025

Minute ref.: COUNCIL2025/11 (Meeting of Council – 24 September 2025)