

Hayton & Burnby Parish Council

Personnel Committee Terms of Reference

Name of Committee:	Personnel Committee
Membership:	Three members of the council (minimum) or five members (maximum). Council may appoint named substitutes.
Need:	To meet legislative requirements and to ensure good governance
Conditions:	<ol style="list-style-type: none">1 Membership of the Committee to be decided upon its creation and the membership of the committee to be re-appointed at the Annual Council Meeting2 The membership of the Committee may be reviewed by Council at any time3 Meetings to be convened on a scheduled basis and/or a needs basis, both within the requirements of the Local Government Act 1972, Schedule 12, para 10 and the Public Bodies (Admission to meetings) Act 1960, para 14 Meetings will not normally commence until the decision is taken to exclude the press and public5 Minutes to be presented to the next meeting of the Committee.6 Minutes to be presented to the next meeting of Council for information purposes and/or where a recommendation has been made to Council7 The Committee is empowered to invite specialist professional Officers or advisors to attend meetings to provide guidance as to matters under discussion8 The Clerk of the Council will normally support the committee but guidance could be taken from ERNLLCA as to appropriateness.9 Council will annually, or as requested by the Committee, consider the limit of expenditure it may incur in the furtherance of its responsibilities
Restrictions:	<ol style="list-style-type: none">10 The Council should annually consider if it is appropriate for the Chair of the Council to be a member of the Committee given that the Chair should chair any meeting of the Council convened as an appeal from an employee against a decision of the Committee.

- 11 Only members of the committee may attend meetings unless specifically summoned
- 12 The quorum shall be three (3)
- 13 The Council's Code of Conduct and attendant regulations apply to this committee
- 14 A member of the Council will not sit as a member of the Personnel Committee if that member is involved in any matter under discussion.

Responsibilities	Powers	Legal authority
To have responsibility for the selection and recruitment of council staff	Committee to be instructed by council on an ad hoc basis as to its powers to recommend or resolve business	Local Government Act 1972, sections 101 and 112(2)
To have responsibility for managing staff performance appraisals	Committee to have power to resolve decisions	Local Government Act 1972, sections 101 and 112(2)
To hear allegations of breaches of discipline by council staff which cannot be resolved by the Clerk	Committee to have power to resolve decisions	Local Government Act 1972, section 101 and Employment Act 2008
Preparation of employment policies, procedures and documentation	Committee to make recommendations to council	Local Government Act 1972, section 101 and 112(2) and employment legislation (various)
To hear grievances from members of staff which cannot be resolved by the Clerk	Committee to have power to resolve decisions	Local Government Act 1972, section 101 and Employment Act 2008
To agree, monitor and amend terms and conditions for staff	Committee to have power to resolve decisions	Local Government Act 1972, sections 101 and 112(2)

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