

# Worlaby Parish Council

## Personnel Committee Terms of Reference

|                           |  |
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| <b>Name of Committee:</b> | Personnel Committee.   |
| <b>Membership:</b>        | Three members of the council.  |
| <b>Need:</b>              | To meet legislative requirements and to ensure good governance.  |
| <b>Conditions:</b>        | <ol style="list-style-type: none"><li>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 Meeting.</li><li>2 Meetings to be convened on a needs basis within the requirements of the Local Government Act 1972, Schedule 12, para 10 and the Public Bodies (Admission to meetings) Act 1960, para 1.</li><li>3 Meetings will not commence until the decision is taken to exclude the press and public.</li><li>4 Minutes to be presented to the next meeting of the parish council.</li><li>5 The committee may co-opt to fill temporary vacancies provided it is quorate or the council may appoint temporary members.</li><li>6 The Committee is empowered to invite specialist professional Officers or advisors to attend meetings to provide guidance as to matters under discussion.</li><li>7 The Council should take guidance from ERNLLCA as to appropriateness of employee attendance at meetings of the committee.</li></ol> |
| <b>Restrictions:</b>      | <ol style="list-style-type: none"><li>8 The council should consider if it is appropriate for the Chairman of the Council to be a member of the committee as they would not, by virtue of their membership, be able to chair a meeting of the parish council as an appeal body, should that be required. In this case, the Worlaby Parish Council Vice-Chairman will chair any appeal.</li><li>9 Only Members of the parish council may be members of the Committee</li><li>10 Only members of the committee may attend meetings unless specifically summoned.</li><li>11 The quorum shall be three (3).</li></ol>  |

- 12 The Local Authorities (Model Code of Conduct) Order 2011 or any subsequent legislation applies to this committee.
- 13 A member of the council will not consider any matter before the committee if that member is involved in the matter in any way.

| <b>Responsibilities</b>   | <b>Powers</b>  | <b>Legal authority</b>   |
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| To have responsibility for the selection and parish 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 & 112(2) and the Local Government and Housing Act 1989, S7 |
| To hear allegations of breaches of discipline by council staff    | Committee to have power to resolve   | 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                          | Committee to have power to resolve decisions   | Local Government Act 1972, section 101 and Employment Act 2008                                     |
| To approve Parish Council staff appraisals                        | Committee to have power to resolve decisions   | Local Government Act 1972, sections 101 & 112(2) and the Local Government and Housing Act 1989, S7 |

**Reviewed May 2019**