

New Holland Parish Council

Personnel Committee Terms of Reference

- Name of Committee:** Personnel Committee.
- Membership:** Three members of the council.
- Need:** To meet legislative requirements and to ensure good governance.
- Conditions:**
- 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.
 - 2 Meetings to be convened on a need's 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.
 - 3 Meetings will not commence until the decision is taken to exclude the press and public.
 - 4 Minutes to be presented to the next meeting of the parish council.
 - 5 The committee may co-opt to fill temporary vacancies provided it is quorate or the council may appoint temporary members.
 - 6 The Committee is empowered to invite specialist professional Officers or advisors to attend meetings to provide guidance as to matters under discussion.
 - 7 The Council should take guidance from ERNLLCA as to appropriateness of employee attendance at meetings of the committee.
- Restrictions:**
- 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, New Holland Parish Council Vice-Chairman will chair any appeal.
 - 9 Only Members of the parish council may be members of the Committee
 - 10 Only members of the committee may attend meetings unless specifically summoned.
 - 11 The quorum shall be three (3).

- 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.

| Responsibilities | Powers | Legal authority |
|---|--|--|
| 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