**West Butterwick Parish Council**

**Personnell Committee Terms of Reference**

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| **Name of Committee/Working Group:** |  | Personnell Committee |
| **Membership:** |  | Three members of the council. The Parish Council Chair and Vice-Chair are also Full Members. |
| **Need:** |  | * To meet legislative requirements and to ensure good governance. |
| **Conditions:** | 1  2  3  4  5  6  7 | 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  Meetings to be convened annually/as required within the requirements of the Local Government Act 1972, Schedule 12, para 10 and the Public Bodies (Admission to meetings) Act 1960, para 1  Meetings may exclude the press and public  Minutes to be presented to the next meeting of the parish council  The committee may co-opt to fill temporary vacancies  The Committee is empowered to invite specialist professional Officers or advisors to attend meetings to provide guidance as to matters under discussion. This person(s) shall not be a voting member of the Committee.  The Clerk of the Council will normally support the committee but guidance should be taken from ERNLLCA as to appropriateness |
| **Restrictions:** | 8  9  10  11 | Only Members of the parish council may be members of the Committee.  Only members of the committee may speak at committee meetings other than by the resolution of the committee or if specifically summoned.  The quorum shall be three (3).  The Local Authorities (Model Code of Conduct) Order 2007 and subsequent regulation applies to this committee. |

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| **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 |
| 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 staff salary scale and terms of employment | Committee to have power to resolve decisions | Local Government Act 1972, section 101 and Employment Act 2008 |
| To approve Parish Council staff appraisals and probationary review | Committee to have power to resolve decisions | Local Government Act 1972, sections 101 & 112(2) and the Local Government and Housing Act 1989, S7 |

**Members:**

**Approved on**