

West Butterwick Parish Council

Personnel Committee Terms of Reference

Name of Committee/Working Group:	Personnel Committee
Membership:	Three members of the council. The Parish Council Chair is also a full member.
Need:	<ul style="list-style-type: none">• 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 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 13 Meetings may exclude the press and public4 Minutes to be presented to the next meeting of the parish council5 The committee may co-opt to fill temporary vacancies6 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.7 The Clerk of the Council will normally support the committee but guidance should be taken from ERNLLCA as to appropriateness
Restrictions:	<ol style="list-style-type: none">8 Only Members of the parish council may be members of the Committee.9 Only members of the committee may speak at committee meetings other than by the resolution of the committee or if specifically summoned.10 The quorum shall be three (3).11 The Local Authorities (Model Code of Conduct) Order 2007 and subsequent regulation applies to this committee.

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: Cllrs Shadlock, Marshall and Brown

Approved on 13 May 2019

Reviewed: May 2023