



TERMS OF REFERENCE

PERSONNEL COMMITTEE

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| Membership | <p>Five (5) members (Councillors).</p> <p>The Personnel Committee is empowered to invite specialist professional Officers or advisors to attend meetings to provide guidance as to matters under discussion.</p> |
| Quorum | Three (3) |
| Chairperson | The Working Group shall elect a chairperson at the first meeting. |
| Administration | The Parish Clerk will normally support the Committee but guidance could be taken from ERNLLCA as to appropriateness. |
| Purpose | To meet legislative requirements and to ensure good governance. |
| Scope | <p>The Committee has authority to make recommendation to and decisions on behalf of the Parish Council. All recommendations must be ratified by the full Council.</p> <p>The Committee can request that Council consider approving a budget for expenditure it may incur in the furtherance of its responsibilities.</p> |
| Restrictions | <ul style="list-style-type: none"> • The Council should annually consider if it is appropriate for the Chairman of the Council to be a member of the Committee given that the Chairman should chair any meeting of the Council convened as an appeal from an employee against a decision of the Committee. • Only members of the committee may attend meetings unless specifically summoned. • The Council's Code of Conduct and attendance regulations apply to this Committee. • 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 | <p>Full delegated powers to make decisions on behalf of the Council in the following matters:</p> <ul style="list-style-type: none"> • To have responsibility for the selection and recruitment of Council staff. • To have responsibility for managing staff performance appraisals. • To hear allegations of breaches of discipline by council staff which cannot be resolved by the clerk. • To hear grievances from members of staff which cannot be resolved by the clerk. <p>The Committee will have the power to recommend to full Council the following matters:</p> <ul style="list-style-type: none"> • To prepare and review employment policies, procedures and documentation for full Council approval. • To monitor and review all staff salaries, pensions and terms and conditions for full Council approval. |

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| Meetings | <ul style="list-style-type: none"> • Meetings will be held as required in accordance with the Local Government Act 1972, Schedule 12, para 10 and the Public Bodies (Admission to meetings) Act 1960, para 1. • Meetings will not normally commence until the decision is taken to exclude the press and public. |
| Reporting Arrangements | Minutes to be presented to the next meeting of the Council for information purposes and/or where a recommendation has been made to Council. |
| Review | The Committee, Terms of Reference and members will be reviewed annually at the Annual Meeting of Tickton and Routh Parish Council. |

Grievance and Disciplinary hearings

It is vital that the Personnel Committee keeps confidential its deliberations and decisions in cases of Grievance and Disciplinary hearings. If an Appeal against a decision is received it must, legally and in the interests of fairness, be heard again by elected members with no prior knowledge of the case. It should be noted that, if an Appeals Panel cannot be constituted from within the remaining council members, then advice will be sought as to the appropriate and lawful means by which the matter may be resolved.

In order to ensure as far as possible that such matters as Appraisal, Grievance and Disciplinary issues are dealt with professionally and in accordance with employment legislation, members of the Personnel Committee are advised to undertake training in these matters.

Appeals Panel

The Appeals Panel shall consist of those members of the Council who are not on the Personnel Committee with a quorum of 3 and will deal with any appeals as and when necessary.

Approved at the Annual meeting of the Council on 19 May 2025 Minute ref. 079/25.