

# Haxey Parish Council

## Personnel Committee Terms of Reference

<b>Name of Committee/Working Group:</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 Haxey 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></ol>

- 11 The quorum shall be three (3).
- 12 The Local Authorities (Model Code of Conduct) Order 2007 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>
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

**Members: Cllrs Knowles, Booth, Allcock**

**Approved by Haxey Parish Council – May 2018.**