

Crowle & Ealand Town Council



Personnel Committee Terms of Reference

1.0 Purpose

1.1 The Personnel Committee is a sub-committee of Full Council appointed to meet legislative requirements and to ensure good governance.

2.0 Membership

- Five members of the Council
- The Deputy Mayor is appointed the first seat and occupies the position of Chairman of Personnel

3.0 Conditions

- 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 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
- Meetings will not commence until the decision is taken to 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
- The Clerk of the Council will normally support the committee, but guidance should be taken from the relevant authority as to appropriateness

4.0 Restrictions

- The Mayor of the Council is not to be a member of the committee in order that he/she can chair a meeting of the parish council as an appeal body, should that be required
- Only members of the parish council may be members of the committee
- Only members of the committee may attend meetings unless specifically summoned
- The quorum shall be three (3)
- The Town Council's Code of Conduct and attendant regulations apply to this committee, please refer to Crowle & Ealand Town Council Standing Orders
- A member of the council will not sit as a member of the personnel committee if that member is involved in the matter in any way

5.0 Table of devolved responsibilities

Responsibilities	Powers	Legal authority
To have responsibility for the selection and recruitment of parish council staff	Committee to be instructed by council on an ad hoc basis as to its powers to recommend or resolve business.	<i>Local Government Act 1972, sections 101 and 112(2)</i>
To hear allegations of breaches of discipline by council staff	Committee to have power to resolve	<i>Local Government Act 1972, section 101 and Employment Act 2008</i>
Preparation of employment policies, procedures and documentation	Committee to make recommendations to council	<i>Local Government Act 1972, section 101 and 112(2) and employment legislation (various)</i>
To hear grievances from members of staff	Committee to have power to resolve decisions	<i>Local Government Act 1972, section 101 and Employment Act 2008</i>
<i>To agree, monitor and amend terms and conditions for staff</i>	<i>Committee to have power to resolve decisions</i>	<i>Local Government Act 1972, sections 101 and 112(2)</i>

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