

OAKINGTON & WESTWICK PARISH COUNCIL

PERSONNEL COMMITTEE – TERMS OF REFERENCE

The Personnel Committee Terms of Reference were adopted by Full Council at its Annual Meeting held 9 May 2022

(Reviewed 9 May 2023 13 May 2024 and 12 May 2025, 11 May 2026)

Membership

- Membership of the Committee is five councillors
- Membership of the Committee shall be determined at the Annual Meeting of the Council
- The Committee shall appoint a Chair by election from members of the Committee at its first meeting after the Annual Meeting
- Substitute members may be nominated and appointed to take the place of an ordinary member who cannot attend and without whom the meeting would be inquorate.
- The Committee is to comprise only of councillors

Quorum

The quorum of the Committee shall be three councillors.

Frequency of Meetings

One meeting will be held every year to review Clerk's performance, staff contracts, job descriptions and HR policies. Otherwise meetings will be convened as and when necessary e.g. to deal with grievance or disciplinary matters or to deal with other emerging personnel issues.

Meeting Duration

A meeting shall not exceed a period of 2 hours. In exceptional circumstances the meeting may be extended with a vote taken by members.

Notice of Meeting

The Clerk will call a meeting of the Committee at such time as agreed by the Committee Chair and publish the agenda following standard Council practice.

Admission of the Public and Press

In accordance with the Public Bodies (Admission to Meetings) Act 1960 the Press and Public may be excluded from these meetings if their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted. Exclusion will be by resolution giving reason for that exclusion.

Minutes of the Meeting

All minutes of the Committee shall be minuted by the Clerk and the minutes agreed by the Committee at its next meeting. The minutes shall then be published according to standard Council practice. Draft minutes may be published with the agreement of the Committee, so long as it is clearly indicated that they are draft and could be subject to change at a later date.

Delegated Powers

General: Members will be advised by the Clerk whether or not a particular item under discussion is within the Committee's delegated powers. If it is within delegated powers, the minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of Full Council when seeking approval and adoption of the Committee minutes

The Personnel Committee has delegated authority to:

- Review annually contracts of employment, job descriptions and personal specifications for employees and make recommendations to Full Council
- Review all Council policies that relate to staff employment on an annual basis
- Supervise and performance manage the Clerk's work
- Appoint (from its membership) two members to conduct Clerk's annual appraisal
- Review employee salaries and make recommendations to Full Council on remuneration
- Receive notification from the Clerk of his/her absence in the event of illness or other reason (in accordance with Standing Order 19)
- Administer the Clerk's leave requests
- To appoint members to act as a disciplinary panel
- To appoint members to act as an appeals panel in the case of any appeal against disciplinary action
- To appoint members to hear any formal grievance
- Review health and safety at work for all Council employees
- To form a recruitment panel when necessary and make recommendations to Full Council on appointments. Recruitment panels will normally consist of at least 3 members plus the Clerk.
- Be the focal point for all employee issues and consider and make recommendations to Full Council on any employee-related issue
- Ensure the Council complies with all legislative requirements relating to employment law

Confidentiality

All members must preserve confidentiality of all individual employee matters.

It should be noted that much of the work conducted by this committee will by its very nature, be confidential and the public will normally be excluded by resolution at the commencement of the meetings as it is deemed to be prejudicial to the public interest.