

# DODDINGTON AND WHISBY PARISH COUNCIL

## Terms of reference Personnel Committee

Members of a local council must understand that decisions relating to any matter relating to employment cannot be delegated to individual councillors, including the Chairman.

Members of the Personnel committee must have knowledge and understanding of employment and local council legislation, and effective employment practices. If members of council need support to develop their knowledge and understanding of these matters, they should attend training specific to this subject.

Membership	<ul style="list-style-type: none"><li>• A minimum of three members of council.</li><li>• At least one member of council may be appointed as a substitute member.</li></ul>
Primary purpose	The committee will have delegated powers on management of Council employees in line with relevant legislation and the Council's policies and Standing Orders.
Meetings	At least once per civic year. Other meetings of the committee will be called as required by the Chairman of the committee in consultation with the Clerk to Council. Proceedings of the committee are subject to standing orders.
Exclusion of non-members of the committee	If required, the Committee will pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 during consideration of items due to their confidential nature. Where this can be anticipated, it will be advertised on the agenda for the meeting.
Budget responsibility	No.
Quorum	Three committee members are required for decision making purposes.
Accountability	The committee will be a standing committee and will report back directly to the full council.
Review arrangements	The appointment of the committee will be considered at the Annual Meeting of Parish Council which may decide to alter or dissolve the committee as required.
The committee has delegated authority to consider and act upon matters relating to role-holder recruitment and performance including:	<ul style="list-style-type: none"><li>• recruitment, job descriptions, advertising, selection and appointment;</li><li>• confirmation in post following probationary periods;</li><li>• annual appraisal and performance reviews;</li><li>• informal and formal disciplinary procedures;</li><li>• informal and formal grievance procedures;</li><li>• management of council's staff support and appraisal policy;</li><li>• management of council's absence policy;</li><li>• approval of annual leave.</li></ul>
The committee will consider and make recommendations to the full council on:	<ul style="list-style-type: none"><li>• any review or amendments of Terms of Reference relevant to this committee;</li><li>• staffing restructure leading to potential additional staff;</li><li>• staffing restructure leading to potential redundancy or redeployment of staff;</li><li>• matters resulting in changes to employment terms and conditions including changes in working hours;</li><li>• approval of rates of pay, annual increments and pay progression.</li></ul>

### Version control and amendment history

Date approved	Version Number	Revision / amendments made	Review Date
December 2021	1.0	New TOR	May 2022