

EUXTON PARISH COUNCIL

TERMS OF REFERENCE

PERSONNEL COMMITTEE

Responsibilities

The Personnel Committee has responsibility for handling personnel issues concerning all the Councils employees.

Members

The Committee will consist of the Chair and Vice Chair of the Council and a further 4 Councillors, to make available up to 6 members. This membership will be reviewed at each Full Council Annual Meeting.

The method to fill the 4 places is; if a Councillor wishes to serve on the Personnel Committee they need to write a letter of nomination, which should have a proposer and seconder, from the current Councillors, submit to the Clerk 7 working days prior to the May Annual meeting. The nominations received would be voted upon, by paper ballot at the AGM. Councillors can withdraw before the vote and current serving members of the Committee will be noted as such on the ballot paper.

This is not an open committee which can be attended by any Councillor, unless invited, due to the nature of business it is to handle.

To maintain continuity with an ongoing issue; if an issue continues past the change of the Committee's membership, the original members (if they remain on the Council) can be instructed by the current Chair to see that issue through to conclusion.

Chairperson

At the first meeting following the Annual Council Meeting each year a Chairperson will be elected to report the recommendations of the Committee to the Council.

Quorum

Three from the membership forms a quorum.

Purpose of the Committee

The reasons for forming this committee are:

- Prompt Action - any issue needing prompt action can be resolved quickly
- Personal - to adhere to sections of the Data Protection Act; avoid employees feeling nervous appearing in front of full council; to prevent personal employee data being discussed in public, in front a number of people or between Councillors
- Efficiency - ensuring matters are not left for long periods of time until a meeting, items can be discussed and debated at length with all the details within the committee and decisions reached or recommendations made to full council, reviews of employees can be programmed.
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Authorisation and Limitations

The Personnel Committee will deal with the Council's employees, dealing with issues such as; day to day working, problems, disciplinary matters, complaints, employee

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reviews, pay and conditions, interview and selection for vacancies approved by full council (this list is neither exclusive nor exhaustive).

The Personnel Committee does not have the authority to terminate a contract of employment, unless the situation which has arisen is a matter of urgency or serious enough that the employment could not continue such as a Health & Safety violation, serious misconduct etc. The normal procedure would be to take a recommendation to a full Council meeting.

The Personnel Committee does not have authority to approve pay increments but does have the authority to discuss and recommend action to full Council at precept or other suitable times/

The Personnel Committee does not have authority to create employment positions, but can suggest to full Council for approval a course of action or future plan.

Accountability

The Chairperson of the Personnel Committee will report actions/decisions and will present the Committee's recommendations to the Council, at its next meeting.

Committee Responsibilities

- To administer the Council's directives to its' employees
- Endeavour to protect the Council from employee misconduct
- Monitor employees for satisfaction of employment criteria and contract
- Review and listen to employees
- Highlight to Council improvements that can be made to the workforce or ability to carry out its objectives and workload
- Implement measures to protect the Council's workforce

Overall Guiding Criteria

Any decision made, or course of action taken by the Committee must be made in the best interest of the Council and residents.

Meeting Procedure

The Committee will abide by the Council's agreed Standing Orders in relation to Committee's.

- The Chairman of the Committee will instigate the meetings in liaison with the Clerk over matters which need to be considered
- Members of the Committee will receive an agenda and papers for each meeting convened
- All other Councillors (and public) can view the Committee agenda and minutes on the website

Quorum and Membership

- The Committee is to consist the recommended numbers set by Full Council
- A quorum for meetings shall be three
- Membership of the Committee is confirmed at the Annual Meeting of the Council (in May)

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- If a resignation from a Committee will affect its ability to function (ie, membership drops below its minimum) the matter will go to a Full Council meeting for an additional member to be appointed to that Committee
- Additional Councillors can be added to the Committee on request, as maybe required due to newly co-opted Councillors

Standing Orders

Terms of Reference co-ordinate with the Council's current standing orders, section 4

Legal Exclusion Paragraph

This paragraph gives the legal Acts which exclude the press and public from the Personnel Committee meetings when it will be discussing private restricted issues.

Exclusion of Press and Public

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Paragraph 1, Part 1 of Schedule 12A to the Local Government Act 1972 sections 1 and 2. It is resolved that, because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items of business.