

# **Chigwell Parish Council**

## **Personnel Committee Terms of Reference**

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### **1. Committee**

The Personnel Committee is constituted as an Executive Committee of Chigwell Parish Council.

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### **2. Membership**

Five Parish Councillors will be appointed annually at the Annual Council Meeting as voting members including the Chairman or Vice Chairman of Council.

If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting\*.

The quorum of the Committee shall be three Members.

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### **3. Chairman**

The Chairperson and Vice Chairperson of the Committee will be elected annually at the first meeting of the committee.

If the Chairperson or Vice Chairperson resigns from the Committee/Council during the year a new Chairperson or Vice Chairperson will be appointed at the next appropriate Full Council or Personnel meeting\*

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### **4. Voting**

Only appointed members may vote and participate at a meeting.

Non-member councillors and members of the public may attend and speak at meeting during public participation.

In the case of an equal vote the Chairman of that meeting shall have a second or casting vote.

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### **5. Declaration of Interests**

All Councillors must declare interests on agenda items in line with the Code of Conduct as adopted by Chigwell Parish Council.

\* The next appropriate meeting will be the next meeting where an agenda item can be published to carry out this action.

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## 6. Meetings

The Committee will meet a minimum of three times per year. The Committee will schedule its own meetings as the workload requires, with a minimum of 3 clear days notice given in line with the Council's Standing Orders.

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## 7. Admission of the Public and Press

The initial position should always be in favour of disclosure of as much information as possible about the decisions the council takes, and only in limited circumstances should information be withheld, where there is a justification, in law, for doing so. The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders.

If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 considering the specific permissible reasons detailed in Local Government Act 1972 Schedule 12A (as amended). Schedule 12A contains 10 categories of information which can be exempt, 3 of which relate specifically to Standards Committee or Sub-Committee meetings. All of them require consideration of the public interest (via the application of the public interest test in Section 2 of the Freedom of Information Act 2000) before passing a resolution to withhold the information by excluding the Public and Press. Details of the categories are attached as Appendix 2 to these Terms of Reference.

Given the likely confidential nature of the discussions, it is likely that parts of these meetings will be in closed session, excluding not only the public but also on occasion, the staff

When it is known in advance that the press and public are likely to be excluded from the meeting this will be advertised on the Committee's agenda.

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## 8. Minutes of Meetings

The minutes of the meetings will be approved at the next meeting of the Committee, if the committee does not meet before the next Full Council meeting the draft minutes will be presented at the Full Council meeting.

The draft minutes will be published on the Council's website as soon as possible after the meeting and always within 10 working days, these will be replaced with the approved minutes.

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## 9. Meeting Duration

The duration of the Personnel Committee's meeting will be for a maximum of 2 hours unless a resolution is passed to extend the meeting for a further 30 minutes after which any unfinished business being taken at the beginning of the next Personnel Committee Meeting.

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## 10. Funding

The Committee shall have a remit to commit/spend up to £5,000. Any amount over that value will be reported to the next appropriate Full Council meeting for their approval.

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## 11. Terms of Reference

The Committee will review these Terms of Reference each year at the first meeting of the committee following the Annual (or First) Council Meeting and when necessary recommend any changes to the Council at the next appropriate Full Council meeting.

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## 12. Responsibilities

The Committee will have overall responsibility for the management of the Council's personnel, HR staffing and grievance matters in accordance with legislative requirements, regulations and guidelines. These responsibilities include:

1. To establish and keep under review the staffing structure
2. To draft, implement, review, monitor and revise policies for staff in accordance with current guidance from NALC
3. To establish and review salary pay scales for all categories of staff in accordance with current guidance from NALC
4. To appoint or release staff, both permanent and interim under the requirements of the Standing Orders
5. To oversee that the Clerk has executed new employment contracts and any changes to contracts for Parish staff
6. To establish, review and receive performance management (including annual appraisals) and staff training programmes for all staff in line with the Council's Appraisal Policy
7. To consider requirements for succession planning
8. To approve and oversee any disciplinary process that may lead to the sanctioning or dismissal (including redundancy) of any staff
9. To keep under review staff working conditions, well being and health and safety matters
10. To monitor and address regular or sustained staff absence

11. The Committee is authorised to obtain external legal or other professional advice or to secure the attendance of anyone it considers has relevant experience or expertise
12. To agree new job descriptions, advertising for all new staff, conducting interviews and appointing staff (other than the Clerk)
13. To consider recommendations relating to Health & Safety at Work and Risk Management made by the Clerk and implement necessary changes provided that any cost does not exceed £5,000. Recommended changes exceeding £5,000 are to be referred to the relevant committee or Council under the requirements of the Standing Orders;
14. The appointment and dismissal of the most senior officer of the Council should be reserved for a Full Council meeting
15. The Committee is authorised to establish Advisory Groups and Sub-Committees and to appoint advisors as and when necessary, to assist in its work;
16. Advisory Groups and Sub-Committees shall be chaired by a Councillor and have agreed Terms of Reference set by the Committee;
17. The Personnel Committee will supervise and manage the Clerk's work, to administer their leave requests, record and monitor the Clerk's absences, handle grievance and disciplinary matters and pay disputes.
18. The Personnel Committee delegates the responsibility to the Clerk to provide oversight, direction, guidance and support for the work of the council staff. The Clerk is responsible for ensuring Staff are completing tasks in relation to their job descriptions. The Clerk is also responsible for managing and recording annual leave, sick leave and approved time in lieu. The Clerk must report any staffing concerns to the Personnel Committee. The Clerk is also responsible for the timely completion of staff appraisals at year end.
19. Advisors shall have no voting rights
20. Review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of October each year including any proposals for revising the forecast

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### 13. Best Value

The Committee will ensure the Council follows the principle of Best Value at all times \*\*

Considered and approved by the Council at its Annual meeting on 23 May 2023.

Review Date: May 2024

\*\* Best Value Statutory Guidance as published by the Department for Communities and Local Government, see appendix