

# BLEADON PARISH COUNCIL

[www.bleadonparishcouncil.co.uk](http://www.bleadonparishcouncil.co.uk)

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## Notice of a Meeting of the Parish Council's Personnel Committee

**MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS**

*(Public Bodies (Admission to Meetings) Act 1960)*

To Councillors I D Clarke A Scarisbrick M Sheppard and G Williams

You are hereby summoned to attend the following meeting:

Meeting of... **Bleadon Parish Council Personnel Committee**  
Time... **7.00pm**  
Date... **Monday 18<sup>th</sup> January 2021**

Councillors will be discussing all the items listed below on the Agenda.

Bruce Poole BA (Hons) FSLCC MMC  
Parish Clerk  
Monday 11<sup>th</sup> January 2021

### **7.00pm (Prior to the start of the meeting)**

#### **Questions and comments from members of the public (limited to 15 minutes in total)**

*This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate before the start of the meeting by asking questions, raising concerns or making comments on matters affecting Bleadon. No decision can be taken during this session<sup>1</sup>, but the Chairman may decide to refer any matters raised for further consideration.*

<sup>1</sup>N. B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119

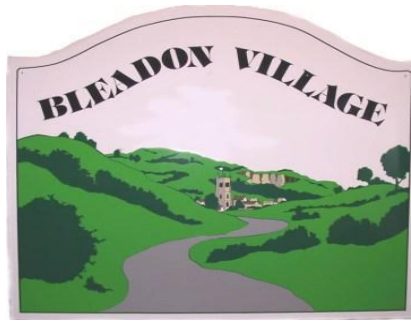
#### **Reports from County and District Councillors (limited to 15 minutes in total)**

*District Councillors are invited to give short oral reports on matters affecting Bleadon. Under the Openness of Local Government Bodies Regulations 2014, any members of the public are allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media). No prior notification is needed but it would be helpful to let the office know of any plans to film or record so that any necessary arrangements can be made to provide reasonable facilities to report on meetings. This permission does not extend to private meetings or parts of meetings which are not open to the public. All recording and photography equipment should be taken away if a public meeting moves into a session which is not open to the public. If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting. The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting. Recording must be clearly visible to anyone at the meeting.*

*Please note that members of the public exercising their right to speak during Public Question Time may be recorded and unless specifically requested their names will also be recorded in the minutes. It would be appreciated for anyone wishes to speak advises the Parish Clerk no later than 12 noon the previous Friday*

# AGENDA

- 2.1 To receive Apologies for Absence and to approve the reasons given.** (LGA 1972 s85 (1
- 2.2 Declarations of interests**  
*(Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations)*
- 2.3 To approve the Minutes of the Personnel Committee held on Monday 17<sup>th</sup> August 2020**
- 2.4 To resolve that due to personal nature of the following item that members of the public and press be excluded from the remainder of the meeting.**
- 2.5 To undertake the Parish Clerk's Annual Appraisal.**
- 2.6 Date and Time of next Personnel Committee Meeting**



# **BLEADON PARISH COUNCIL**

## **TERMS OF REFERENCE**

**(Committees of the Council)**

### **PERSONNEL**

## Personnel Committee

### 1. PURPOSE

The Personnel Committee is appointed by and is solely responsible to the Bleadon Parish Council. The Committee duties are defined and agreed by the Main Council. The committee will meet six monthly but can also be convened to deal with special events as they occur.

### 2. MEMBERSHIP

All members of the Committee will be Councillors. The Committee will consist of three Councillors and the Chairman of the Council will automatically be a member. The Personnel Committee Chairman will have a casting vote when required. At its first meeting it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes – to be re-elected each year after the Annual Meeting of the Parish Council. A quorum at the Committee meetings will consist of three members. The Vice Chairman of the Council will not automatically be member of the committee and will have no full voting rights unless appointed as committee member.

### 3. RECORD OF PROCEEDINGS

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations for the next Full Council meeting apart from matters where the Committee has delegated powers. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes.

### 4. RESPONSIBILITIES

Primary Purpose: to ensure the council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety.

The Committee will have the following duties and has full delegated powers in relation to the defined terms of reference only.

The Personnel Committee has the delegated responsibility for:

- a) Recruitment and selection of the Parish Clerk and or RFO and where necessary the Locum Clerk
- b) Recruitment and short listing applicants for the post of Parish Clerk RFO. The successful short listed applicants to be interviewed by the Personnel Committee. A recommendation from the Personnel Committee will be submitted to Full council to ratify the appointment of Town Clerk/and or RFO.
- c) Reviewing contracts staffing policies and procedures annually
- d) Considering and implementing any changes, which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC 'Green book') and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).
- e) Approving requests within the training budget for personal development training and health and safety requirements.
- h) Reviewing job descriptions, person specification, staff establishment (including promotion re-grading, redundancies and fixed term contracts) and to approve all contracts of employment.
- i) Considering and implementing pay awards, and payroll management.

- j) Reviewing staff pension arrangements with the exception of Employer Discretions as laid out in the Employer Discretions Policy.
- k) Managing long term sickness and incidents at work in line with the council's Sickness Absence Policy
  
- l) Working to determine the staffing levels necessary to efficiently discharge the work required by the council and to review the workloads periodically
- m) Ensuring that all staff have an annual appraisal generally to be held in the month of January
- n) Ensuring that the Clerk has everything required for managing other staff and contractors.
- o) Ensuring that the Council is kept up to date with developments in employment law via specialist HR support
- p) Awareness of sources of expert advice on employment matters and to ensure that the council uses such sources when there is any doubt about good employment practice.
- q) Undertaking training identified from time to time to support their role as Council's staffing committee
- r) Managing any issues referred to the committee by Full Council
- s) To appoint from the full council membership, three members to act as a disciplinary panel and as an appeals panel in the case of any appeal against disciplinary action taken by the Personnel Committee.
- t) To appoint from the full council membership, three members to hear any formal grievance made by the Parish Clerk against the outcome of a grievance investigation undertaken by the Parish Clerk.

## 5. DECISION MAKING

The Parish Clerk will advise members 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 the Council for decision when seeking approval and adoption of the Committee minutes.