

## **KENNINGTON COMMUNITY COUNCIL**

### **PERSONNEL AND DEVELOPMENT COMMITTEE TERMS OF REFERENCE**

The Personnel and Development Committee Terms of Reference were adopted by Full Council at its Council Meeting held on 11 September 2019.

#### **1) Committee**

- a) The Personnel and Development Committee is constituted as a Committee of Kennington Community Council in accordance with section 4 of the Council's Standing Orders.
- b) The Committee will work closely with the Council's Clerk to provide assurance that the Council's management of employees meets statutory requirements, and that training of staff and councillors is relevant to current and future needs of the individuals as Councillors and the Council as an organisation.

#### **2) Precedence**

- a) Where there is any actual or perceived difference in interpretation between these Terms of Reference and the Council's Standing Orders or Financial Regulations, the Council's Standing Orders or Financial Regulations shall apply.

#### **3) Members**

- a) Four Councillors shall be appointed annually at the Annual Council Meeting as voting members. In addition, the Chair of the Council, unless he or she is one of the four appointed voting members, shall be an ex-officio member entitled to attend meetings, to speak, to propose or second a motion but not to vote. Substitute members are permitted, provided three days' notice has been given to the Proper Officer.
- b) The Council's Clerk shall attend all meetings of the Committee, to provide advice and guidance and to record recommendations made.
- c) The Committee may recommend to the full Council, for their approval, to invite non-Councillors to be non-voting members of this Committee if they have relevant skills and experience which would be of benefit.
- d) In the event of a vacancy arising on this committee, a replacement Councillor may be appointed during the year by the Community Council at a full Council meeting and serve until the Annual Meeting of the Council.
- e) The quorum of the Committee shall be three voting Members.

#### **4) Chairman**

- a) The Chairman is to be elected annually by the Committee at their first Meeting.

#### **5) Voting**

- a) Only Councillors referred to in paragraph 3 may vote at a meeting. In the case of an equal vote the Chair of the Committee shall have a second or casting vote. Non-voting members may participate in discussions but may not vote.

#### **6) Interests**

- a) A councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her right to participate and vote on that matter.

## **7) Meetings**

- a) The Committee will meet as the workload requires, but in any case, at least twice each year with a minimum of 5 working days' notice given.

## **8) Terms Of Reference**

- a) To review the Terms of Reference of the Personnel and Development Committee at the first meeting of the Committee after the Annual Council Meeting of Council or when necessary and make recommendations to full Council for their approval.

## **9) Minutes**

- a) All Minutes shall be open for inspection by any Councillors, except where this would breach the rights of individuals who may be identified in the minutes.

## **10) Procedures**

- a) At the first meeting following the Annual Council Meeting the Committee shall, before proceeding to any other business, elect a Chairman who shall hold office for one year.
- b) One meeting to be held each year to review Terms of Reference, all policies that relate to staff employment, staff contracts, job descriptions and training.
- c) One meeting to be held each year to review all policies that relate to Councillor development and training.
- d) Additional meetings to be convened by the chair or two committee members when necessary to deal with: grievance or disciplinary matters, recruitment to staff vacancies, or any other emerging staffing issues.

## **11) Duties**

- a) Personnel
  - i) To draft and keep under review the staffing structure of the Council and make recommendations to the full Council as appropriate
  - ii) To make recommendations to the full Council regarding salaries and other payroll and non-payroll employment benefits, for review and inclusion in budgets. Approval of individual salaries and other employment payroll and non-payroll benefits will be retained by the full Council, meeting in closed session.
  - iii) To keep under review staff work/life balance, working conditions, health and safety and well-being, including the monitoring of absence.
  - iv) To set up and monitor staff appraisal and development policies and recommend to the full Council for their approval.
  - v) To facilitate and monitor any professional certification or other training agreed with staff as a condition of employment.
  - vi) To keep under review all staff contracts of employment, terms and conditions and make recommendations the Council.
  - vii) To monitor the Council's employment policies and procedures in respect of changes to legislation and make recommendations to Council where appropriate.
  - viii) To appoint from members of the full Council a recruitment panel when necessary and recommend appointments to the Council. Recruitment panels will normally include 3 members in the case of appointment to the Clerk/Responsible Officer or Deputy Clerk posts; two members for all other posts. The Clerk/Responsible Officer may be invited to advise the recruitment panel where appropriate.
- b) Development
  - i) To set up and keep under review the Training, Learning and Development Policy, applicable to staff and Councillors, for adoption by the full Council.

- ii) To undertake skills audits from time to time, to assist with understanding development needs of staff and Councillors and to inform future training planning.
- iii) To seek the views of the Clerk/Responsible Officer on training and development needs required for compliance with emerging regulations or best practice
- iv) In co-operation with the Finance and General Purposes Committee, to establish, monitor and update as required an annual plan, schedule and budget for training and development, for approval by the full Council
- v) To obtain feedback from any training or development activities undertaken and amend plans as required.

**12) Performance**

- a) To receive and review staff appraisal of the Clerk/Responsible Officer in accordance with the agreed appraisal policies
- b) To receive, review and moderate staff appraisals of other staff as undertaken by the Clerk/Responsible Officer in accordance with the agreed appraisal policies.
- c) To identify training and development requirements through appraisal and agree staff training programmes

**13) Complaints**

- a) To receive and consider any complaints made under the Council’s Grievance and Disciplinary Procedure and take whatever action necessary.
- b) To appoint from members of the full Council three members to act as a disciplinary panel and as the appeals panel in the case of any appeal against disciplinary action taken by the Clerk. Members of the Personnel and Development Committee may not be members of any panel hearing into the outcome of a disciplinary investigation.
- c) To appoint from its membership three members to hear any formal grievance made by the Clerk and any appeal by other staff against the outcome of a grievance investigation undertaken by the Parish Clerk. Members of the Personnel and Development Committee may not be members of any panel hearing into the outcome of a grievance investigation.

**Revision History**

Version	Date	Comments
1.0	10 <sup>th</sup> July 2019	Adopted version
1.1	12 <sup>th</sup> August 2019	Draft amendments to v1.0
2.0	14 <sup>th</sup> August 2019	Adopted version
2.1	11 <sup>th</sup> September 2019	Amended to remove Chair of Council as voting member
2.1	11 <sup>th</sup> September 2019	Adopted