# MP33.17 Management and Personnel Reports

## Final Draft Terms of Reference for approval of Full Council

Management and Personnel Committee - The Council will, following the Annual Meeting establish a Management and Personnel Committee comprising of Chair and Vice Chair of Council and the immediate past Chair (if still serving on the Council) and including the lead members of the service committees to carry out required tasks such as the appointment, monitoring and where necessary disciplining and dismissal of staff. Where a member occupies two seats by virtue of his or her appointment as Chair or Vice Chair of Council, then his or her committee vice chair will join the Management and Personnel Committee. Should the immediate past chair no longer be a member of the Council the most recent past chair not already serving on the Committee shall join the Management and Personnel Committee.

It will operate performance management systems and appraisals of employees. It will draw up and review job descriptions on at least a yearly basis. It will organise training especially for new staff and ensure that during new staff’s probationary period they are adequately supported and supervised. It will decide if performance targets have been met and recommend any appropriate financial adjustments for approval by Full Council. Any new employee appointment shall be discussed by Full Council prior to advertising for applicants, who shall be interviewed and appointed by the Personnel Committee and ratified by full council.

The Committee shall comprise a minimum of 6 members and a quorum shall be 3 members. The Council shall appoint members to fill any vacant seats after allocating seats to the Chair, Vice Chair and lead members.

The Management and Personnel Committee shall have the authority to approve payments for salaries in accordance with Financial Regulations. Where a member declares a pecuniary interest in any matter under the authority of the Committee he or she shall leave the room whilst the matter is discussed, in accordance with the Code of Conduct.

Where a Committee member considers that his or her declared pecuniary interest would significantly impact upon his or her ability to take an effective part in the business of the meeting he or she should seek a dispensation from the Council or request the Committee vice chairman to attend that meeting.

The Management and Personnel Committee shall schedule four meetings annually. Where requested by the Clerk and the Chairman or three members of the Committee, on the grounds of urgency, the Management and Personnel Committee shall have the authority to meet to address matters that cannot be left until the next scheduled Full Council meeting. The Committee shall report any decisions to the Full Council at the next opportunity.

The Management and Personnel Committee shall ensure that the Council complies with all existing and emerging legislation including but not restricted to health and safety; recruitment; conditions of service and data protection.