

FC 71.17 Management and Personnel Reports

Draft Terms of Reference for consideration:

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 including the lead members of the suspended service committees to carry out required tasks such as the appointment, monitoring and where necessary disciplining and dismissal of staff.

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. It is then down to the Full Council to award the financial increase. 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 and goods not exceeding £5,000 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 a substitute be appointed to attend that meeting. The Council shall hold a list of members willing to act as substitutes on a rota basis and the Chairman shall appoint the next available substitute on the list.

The Management and Personnel Committee shall schedule four meetings annually. Where requested by the Clerk and the Chairman, 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.