

CLIFFE AND CLIFFE WOODS PARISH COUNCIL

PERSONNEL ADVISORY COMMITTEE

TERMS OF REFERENCE

1. Membership

Chairman and Vice Chairman are ex officio members of all committees (in Standing Orders). All councillors are invited and may attend.

2. Confidentiality

All members must preserve confidentiality of discussions held at meetings under the confidential section.

3. Meetings

Meetings will be called as required in order to discuss personnel issues. Meetings will not be open to the public, and no decisions can be made. They can be held anywhere and at any time. A quorum of three councillors is required at all meetings. A Chair will be elected by the attendees (as no voting can take place, there is no casting vote).

4. Delegated powers

There are NO delegated powers for this Advisory Committee. However delegated powers may be granted from the full parish council for specific purposes (e.g. recruitment).

5. Remit

The advisory committee will investigate personnel issues and advise the clerks on reports and recommendations to be submitted to the Council. It has no decision making powers.

The issue of pre-determination at the decision making meeting (the council meeting) should be avoided, although in accordance with Section 25 of the Localism Act 2011 which provides in essence that “a decision maker is not to be taken to have ... a closed mind when making the decision just because ... the decision maker had previously done anything that directly or indirectly indicated what view the decision-maker took or ... might take in relation to that matter ...”.

6. Declaration of Interests

The Cliffe and Cliffe Woods Parish Council Code of Conduct applies to this meeting (e.g declaration of interests).

7. Annual Appraisals

The Committee may discuss and provide information to the Clerks and any other councillor involved in the staff appraisal process on performance related issues.

8. Records

All meetings will be attended by the Clerk and proper minutes taken and other records kept.

These terms of reference were approved at the November 2018 meeting of the parish council and should be reviewed on an annual basis.