

City of Durham Parish Council

Personnel Committee Terms of Reference

Council has created the Personnel Committee, consisting of six members, and will appoint members of the Council to the Personnel Committee at the Annual Meeting in May, or as it sees fit. This Committee shall meet at least once per year and a quorum for this Committee will be no fewer than three members. The Council has assigned to the Personnel Committee the following functions: -

- To make recommendations to the Council with regard to:
 - personnel policies and practices;
 - the creation and deletion of posts;
 - salaries, wages and conditions of employment;
 - health and safety issues;
 - the powers and duties of the council under the Local Government Pension Scheme or any other pension scheme adopted by the council.
 - Any grievance or disciplinary procedures, as set out in the Council's adopted policy
- To determine and make appointments to senior officer posts.

Procedure on Appointments

The Personnel Committee shall from time to time recommend to Council the establishment for the Council.

The council shall in turn, make resolutions in relation to the establishment, and no new office or post shall be created, nor any person employed in addition to the establishment (save for casual employees) except as approved by the Council.

Where it is proposed to fill a vacancy for a post on the establishment, to create an additional post or to amend the terms and conditions of a post, the Clerk shall as a first step submit a report to the Personnel Committee seeking authority to do so. This report shall:

- specify the proposed duties of the post.
- recommend the proposed grade and salary for the post, such recommendation to be subject to the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales produced by the National Association of Local Councils and the Society of Local Council Clerks.
- set out the essential and desired requirements for the person specification.
- set out proposals for advertising the post.
- indicate whether it is proposed initially to seek to fill the post from within the existing establishment.
- advise on the financial implications.

The Chair and Vice Chair of the Personnel Committee, together with one additional member of the Personnel Committee shall form a panel to:

- interview all qualified applicants for posts, or
- select a short list from such qualified applicants and interview those included on the short list.
- appoint an applicant to the post.

Any future additional posts, shall be consulted on and agreed by council.

All offers of employment shall be subject to:

- A minimum of two satisfactory references.
- A satisfactory check with the Disclosure and Barring Service and/or Social Services where appropriate for the post.
- A satisfactory medical report.
- A probationary period of 6 months where the employee is a new entrant to local government service.
- The production of proof of qualifications claimed.

The Personnel Committee will interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.

Voting on Appointments

Where more than 2 persons have been nominated for a position to be filled by the Committee and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chair's casting vote.

Date adopted: July 2025

Date to be reviewed: May 2026