



## **CLIFFE AND CLIFFE WOODS PARISH COUNCIL**

### **PERSONNEL PANEL TERMS OF REFERENCE**

#### **Membership**

Three nominated councillors by Council

#### **Confidentiality**

All members must preserve confidentiality of discussions held at Personnel Panel meetings

#### **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. All three Panel members MUST be present. A Chair will be elected by the Panel attendees (as no voting can take place there is no casting vote).

#### **Delegated Powers**

There are NO delegated powers for this Advisory Panel. Under Section 101 of Local Government Act 1972, Council can only delegate authority to a Committee or Officer of Council.

#### **Remit**

The Advisory Panel will be the first reference for personnel matters and advise the Clerk on reports and recommendations to be submitted to F&GP Committee and subsequently 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 ...'.*

#### **Declaration of Interests**

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

#### **Annual Appraisals**

The Personnel Panel will undertake the appraisal of the Parish Clerk.

#### **Capability, Disciplinary and Grievance Matters**

These will be undertaken in accordance with the appropriate policies of Council.

#### **Records**

All meetings will be attended by the Clerk or nominated Officer and confidential minutes taken and other records kept.

Adopted: 20/3/25