AGENDA 8, Enc ii) PERSONNEL COMMITTEE TERMS OF REFERENCE – MEMBERSHIP (Placed on the agenda by Cllr David Coyle)

Proposal

To agree to…

Add two additional members to the Personnel Committee.

The current wording in the Terms of Reference says:

"Membership includes Chair and Vice Chairs of Full Council, Finance and General Services Committee, and the Climate Change and Environment Committee."

To agree to change this to:

"Membership includes Chair and Vice Chairs of Full Council, Finance and General Services Committee, and the Climate Change and Environment Committee, plus two additional members appointed by Full Council."

Why?

The Personnel Committee deals with staffing matters including recruitment, pay, and performance. At the moment, the committee is made up of the Chair and Vice Chairs of Full Council, Finance and General Services Committee, and Climate Change and Environment Committee.

Our party group holds a third of the seats on the Council. However, we do not currently have any guaranteed representation on the Personnel Committee. This means that important decisions about staff are being made without input from a significant part of the Council.

There is important staffing work coming up over the next few months, including recruitment. We believe all parts of the Council should be able to take part in these decisions.

Normally, committee memberships are reviewed at the Annual Meeting in May, but there is nothing to stop taking a decision earlier where this is necessary. The Council amended the terms of reference of the Climate Committee prior to May, to include non-Councillors. There is significant personnel work happening between now and May that our group should be involved in.

Recommendation

The Full Council is asked to:

1. Agree to amend the Personnel Committee Terms of Reference now, rather than waiting until the Annual Meeting in May.
2. Agree to add two additional members to the Personnel Committee, from the Reform Party.
3. Appoint Councillor Kerry Davison and Councillor David Coyle as the additional members.
4. Agree to review the committee membership again ahead of the Annual Meeting in May 2026.

Advice note from the Clerk

The Council has the authority to make this amendment.

Section 101(1) of the Local Government Act 1972 provides that a local authority may arrange for the discharge of any of its functions by a committee. The constitution, membership and terms of reference of such committees are matters for the Council to determine.

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The existing Personnel Committee Terms of Reference state that "Full Council agree the remit of the committee." There is no procedural requirement restricting amendments to committee terms of reference to the Annual Meeting; such changes may be made by resolution of Full Council at any properly convened meeting.

Should the Council resolve to adopt this amendment, the revised Terms of Reference would take effect immediately and the appointed members would be entitled to attend and participate in Personnel Committee business from that point.

The proposal to review membership arrangements ahead of the Annual Meeting in May 2025 is appropriate and would allow for comprehensive consideration of committee structures as part of the Council's annual governance review.