

# **Personnel Committee**

## **AGENDA**

Meeting to be held in the

### **Walton Suite**

Guildhall

Winchester

on

**Monday**

**16 January 2017**

**at 6.30pm**

## PERSONNEL COMMITTEE

### Membership 2016/17

Councillors

**Chairman:** Read (Conservative)

**Vice Chairman:** Cutler (Liberal Democrat)

#### **Conservative**

Berry  
Brook  
Cook

#### **Liberal Democrat**

Achwal  
Clear

#### **Deputies**

Tait  
Warwick

#### **Deputy**

Bentote

**Quorum** = 4 Members

#### **Timetable of scheduled meetings for 2016/17:**

21 June 2016    26 September 2016    21 November 2016    16 January 2017    6 March 2017

Meetings commence at 6.30pm in the Guildhall, Winchester, unless otherwise stated.

#### **Corporate Priorities**

The Committee will have regard to the Council's priorities as set out in its Community Strategy and Portfolio Plans.

For further details on the Community Strategy, please visit -

<http://www.winchester.gov.uk/assets/files/19231/Community-Strategy-adopted-January-2014.pdf>

For further details on Portfolio Plans, please visit –

<http://www.winchester.gov.uk/councillors-committees/portfolio-holder-plans/portfolio-plans-2015-16/>

#### **Disabled Access:**

Disabled access is available, but please phone Democratic Services on 01962 848 264 or email [democracy@winchester.gov.uk](mailto:democracy@winchester.gov.uk) to make the necessary arrangements.

#### **Further information:**

Further information about the Committee is available from our website. Please see: <http://www.winchester.gov.uk/meetings/ou/12/>

## **Terms of Reference:**

1. To take an overview of budgetary control and performance in respect of the personnel issues covered by the Committee, in relation to national and local key performance indicators, and responsibility for monitoring the implementation of the action plans arising from best value reviews, and determine any issues arising there from.
2. To appoint staff and to determine the terms and conditions on which they hold office (including procedures for their dismissal) in accordance with the Officer Employment Procedure Rules and Section 112 of the Local Government Act 1972.
3. To make arrangements for the appointment of the Head of Paid Service, the Section 151 Officer, and the Monitoring Officer, in accordance with the Officer Employment Procedure Rules.
4. To make arrangements for the proper administration of financial affairs, in accordance with Section 151 of the Local Government Act 1972.
5. To advise Council on the designation of particular officers as Head of Paid Service and Monitoring Officer, and to provide the necessary staff to assist each officer to undertake their respective functions in accordance with Section 4 of the Local Government and Housing Act 1989.
6. To appoint officers for particular purposes ("proper officer" provisions) in accordance with Section 270(3) of the Local Government Act 1972.
7. To approve the staff establishment.
8. To decide all such matters concerning individual employees that are not within the powers delegated to the Chief Executive or to Directors.
9. Generally, to act as the employing committee in relation to all employees, subject to the provisions of the Officer Employment Procedure Rules.
10. To take action in cases of industrial dispute.
11. To act as the employer's side in communications with trade unions in respect of industrial relations matters.
12. To undertake all functions relating to Local Government pensions etc as set out in Section 7, 12 or 24 of the Superannuation Act 1972.

## AGENDA

### OPEN TO THE PUBLIC PROCEDURAL ITEMS

1. **Apologies**  
To note the names of apologies given and Deputy Members who are attending the meeting in place of appointed Members.
2. **Membership of Sub-Committees etc**  
To give consideration to the approval of alternative arrangements for appointments to bodies set up by the Committee or the making or terminating of such appointments.
3. **Disclosures of Interests**  
To receive any disclosure of interests from Members and Officers in matters to be discussed.

*Note: Councillors are reminded of their obligations to declare disclosable pecuniary interests, personal and/or prejudicial interests in accordance with legislation and the Council's Code of Conduct.*

If you require advice, please contact the appropriate Democratic Services Officer, prior to the meeting.

4. **Minutes** of the previous meeting held on 26 September 2016 – attached for Members of the Committee only\*.

### BUSINESS ITEMS

	<u>Report Number</u>
5. Chairman's Announcements	
6. Organisational Development Performance Monitoring – Quarter 2 Report 2016/17	PER295
7. Employee Code of Conduct	PER296
8. Resolving Workplace Issues Policy	PER297
9. Officer Employment Procedure Rules	PER298

H.N Bone

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Winchester  
SO23 9LJ

Head of Legal & Democratic Services

6 January 2017 – Agenda Contact: David Shaw (01962) 848221  
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**\*Note: With the exception of exempt items, all minutes and reports listed are available on the Council's Website: [www.winchester.gov.uk](http://www.winchester.gov.uk)**

