

Terms of Reference for the Personnel Committee



Type & Function: Committee of the Council
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Adopted: 15th May 2023
To Be Reviewed: May 2024

<p>Quorate Three voting committee members</p>	<p>Voting Members Five members appointed by the Town Council and one ex-officio position (either Chairman or Vice-Chairman of the Town Council).</p> <p><i>Council has been advised by ERNLLCA that the Chairman and Vice-Chairman should not both sit on this committee at the same time in case the need arises for one of them to chair an appeal committee.</i></p>
<p>Meeting Officer Town Clerk</p>	<p>Meeting Location and Frequency To meet in the Committee Room a minimum of four times a year</p>
<p>Non-Voting Members The Committee will have no non-voting members appointed to it.</p>	
<p>Aim and Roles Aim: Provide effective and professional staff management of all matters related to those employed by the Town Council, contracted by the Town Council or volunteering for the Town Council.</p> <p>Roles The roles of the Committee are to:</p> <ol style="list-style-type: none"> i. Ensure compliance with relevant legislation and best practice relating to personnel issues. ii. Manage recruitment, health & safety and training of staff. iii. Determine staff and councillor training needs and manage the associated budget. iv. Develop strategy and policy in all matters relating to staff, contractors and volunteers. v. Take responsibility that confidentiality is maintained over all personnel matters. 	
<p>Budgetary Control The Committee is to have budgetary control, or will be required to monitor certain lines, which will be set out at the same time as the Council’s budget is set.</p>	

Annual Procedural Business

- a. Review personnel (pay and payroll) arrangements and make a recommendation to Finance and Strategic Planning Committee by the end of November.
- b. Consult with staff about office working arrangements (including health and safety).
- c. Review staffing arrangements and the staffing structure.
- d. Review policies relating to health & safety and personnel on an annual basis.
- e. Oversee the staff appraisal process.

Delegated Powers of the Committee

Members will be advised by the meeting officer (see above) whether or not a particular item under discussion is within the Committee's delegated powers. If it is, the minutes will then record the decision as "**RESOLVED**". If it is not, then the minutes will show the decision as "**RECOMMENDED**". The business will then appear on the next appropriate agenda of Council for consideration at which the Chairman of the Committee may wish to introduce the item before Council considers it.

- a. Recruitment and appointment of staff, with the exception of the post of Town Clerk who is to be appointed by Council.
- b. Implement any changes to ensure the Council is compliant with its statutory obligations; the Terms & Conditions of Service as laid down by the National Joint Council (NJC "Green Book"); and, recommended by National Association of Local Councils (NALC) and/or Society of Local Council Clerks (SLCC).
- c. Responsible for the preparation and submission of budget proposals in respect of salaries, payroll and training.
- d. Manage the training budget and determine the training requirements of staff and councillors.
- e. Committee is to consider and implement all pay awards and determine increment raises.
- f. Review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and contracts), and to approve contracts of employment.
- g. Manage long-term and leave sickness of staff.
- h. Review any accidents at work and ensure a record is kept.
- i. Review and assist in the implementation all employment policies.
- j. Address the health and safety needs of staff, members, contractors, volunteers and visitors.
- k. **Chairman and Vice Chairman:** matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairman and the Vice Chairman of the Committee in conjunction with the Town Clerk.

Such actions must be submitted for approval to the next meeting of that Committee.

- l. **Chairman of the Committee** to carry out the Town Clerk's appraisal.
- m. **Town Clerk** to carry out the appraisal of all other members of staff.
- n. **Town Clerk** to authorise the attendance of members or staff at conferences or training courses including the incurring of necessary expenditure not exceeding £500 in any instance.