

# PERSONNEL COMMITTEE

## TERMS OF REFERENCE (Draft 2)

### Key:

Previously HR

Previously GP/Town Hall Income, Facilities & Wellbeing

Previously Civic, Ceremonial & Events

Previously F&S

Across all Committees

New

### 1 Sustainability

**1.1** All Committees should first consider the environmental impact of any decision made by it on behalf of the Council

**(Across All Committees)**

**1.2** The Personnel Committee will appoint one member from amongst their number to act as the liaison between the Committee and the Environmental Strategy Panel (ESP) and will provide feedback to the ESP Clerk on any environmental issues discussed by the Personnel Committee

**(New - Across All Committees)**

### 2 Equality

**2.1** The Town Council is committed to equal opportunities in employment and service delivery. The policies and practices of the Council aim to promote an environment that is free from all forms of unlawful or unfair discrimination and values the diversity of all people. The Council seeks to treat people fairly, with dignity and respect and every Committee will be mindful of these values in its decision making process

**(New - Across All Committees)**

### 3 Advisory Powers

- 3.1 To manage the process and recommend to Council the appointment or dismissal of the Town Clerk  
**(Previously HR) - SARAH/COMMITTEE**
- 3.2 To manage the process and recommend to Council all matters relating to the Terms and Conditions of Contract and pay awards of the Town Clerk  
**(Previously HR) - SARAH**
- 3.3 The Committee shall, at its October meeting annually, agree its recommended budget and advise the Finance & Audit Committee accordingly  
**(New) - PHIL**
- 3.4 The Committee shall, at its October meeting annually, agree its recommended designated reserve requirement and advise the Finance & Audit Committee accordingly  
**(New) - PHIL**
- 3.5 To recommend to Council any CIL spending projects  
**(New - Across All Committees) - PHIL**
- 3.6 To advise Council of any recommended change to the Committee's Terms of Reference  
**(Previously HR) - SARAH**

### 4 Delegated Responsibilities within budget

To receive and consider all the following matters using executive powers once general policy and expenditure has been approved by the Town Council

- 4.1 To determine the staffing levels necessary to enable the Council to work efficiently in the discharge of its duties  
**(Previously HR) - SARAH**
- 4.2 To review job descriptions on a regular basis to ensure that they are compatible with the efficient running of the Council  
**(Previously HR) - SARAH/PHIL**

- 4.3 To determine the grading, remuneration and terms and conditions of employment for all Council employees, including contracts of employment  
**(Previously HR) - SARAH**
- 4.4 To manage the process and appoint or dismiss the Beadle and Macebearers accordingly  
**(Previously HR) - SARAH**
- 4.5 To appoint the Mayor's Chaplain on an annual basis, taking into account the personal preferences of the Mayor Elect  
**(Previously HR) – SARAH/CHARLES**
- 4.7 To appoint the Civic Photographer or make arrangements for civic events to be captured pictorially  
**(Previously Civic, Ceremonial & Events) - CHARLES**
- 4.8 To oversee leave entitlements, including annual holidays, sickness and sickness management, statutory entitlements, special leave and TOIL (time off in lieu)  
**(Previously HR) – LISAPHIL/SARAH**
- 4.9 To monitor and agree staffing related expenditure  
**(Previously HR but referred to F&S) - SARAH**
- 4.10 To review performance management, and ensure that it is well established by means of staff appraisals carried out on an annual basis  
**(Previously HR) – SARAH/PHIL**
- 4.11 In association with the Town Clerk, to manage the appointment process or dismissal of the Deputy Town Clerk and appoint or dismiss accordingly  
**(Previously HR) – SARAH/PHIL**
- 4.12 To oversee any process leading up to the possible dismissal of staff, including redundancy  
**(Previously HR) – SARAH/PHIL**
- 4.13 To ensure that all grievance and disciplinary procedures are dealt with in line with the Council's procedures  
**(Previously HR) - PHIL**

- 4.14 To ensure appropriate training resources are available for both members and employees  
**(Previously F&S as part of the budget review) - PHIL**
- 4.15 To undertake a Health & Safety Risk Assessment and a Risk Management review, at least annually  
**(New) – SARAH/PHIL/RICHARD LEES**
- 4.16 To manage the Town Hall as an office and workspace  
**(Previously GP in association with Town Hall Income, Facilities and Wellbeing) – SARAH/VIC**
- 4.17 To review the working environment and office facilities of the Council’s administrative team, at least annually  
**(New but GP/THIF&W related) – SARAH/VIC**
- 4.18 To review the working environment and facilities of the Council’s Events team, at least annually  
**(New but GP/THIF&W related) - PAT/EMMA/SARAH**
- 4.19 To review the working environment and facilities of the Council’s Open Spaces team, at least annually  
**(New but GP/THIF&W related) TONY/RICHARD/SARAH**
- 4.20 To review security arrangements to safeguard administrative and event staff when the Town Hall is open to outside organisations and members of the public  
**(New but GP/THIF&W related) – SARAH/RICHARD**
- 4.21 The appointment of any necessary external consultants or contractors  
**(New - Across all Committees) ALL, undertaken as part of normal working practice in line with the Council’s Preferred Suppliers list**
- 4.22 To nominate when appropriate, members of the Council to outside bodies where there is insufficient time or opportunity to refer to Council  
**(New - Across all Committees) – SARAH**
- 4.23 Any such matters that, from time to time, Council may remit

**(New - Across all Committees) - SARA**

**4.24** To review its Terms of Reference, at least annually  
**(Previously HR) - SARA**

5 Powers Delegated to the Town Clerk or Deputy Town Clerk after consultation with the Chairman or Vice Chairman in the Chairman's absence

5.1 The approval of expenditure between £3,501 and £5,000 relating to any matter within the Committee's responsibilities. Anticipated expenditure above £5,000 to be referred to Committee

6 Powers Delegated to the Town Clerk or Deputy Town Clerk and Officers

6.1 The approval by the Town/Deputy Clerks of expenditure of £3,500 or less relating to any matter within the Committee's responsibilities

6.2 After a probationary period of at least six months, and subject to a further extension at the discretion of the Town Clerk, the approval by the Finance & Facilities Officer of expenditure of £500.00 or less relating to any matter within the Committee's responsibilities

7 Membership

7.1 Membership of the Committee shall comprise no more than seven members, and specifically excludes the Mayor

7.2 Council shall determine membership of the Committee annually

7.3 Members of the Committee requesting a specific agenda item should ensure their proposal is well researched, feasible and costed if it is to be considered for debate

8 Quorum

8.1 The Committee shall be quorate when four voting members are present

8.2 If less than four voting members are present, the meeting shall stand adjourned unless, at the discretion of the Chairman, it be considered that the meeting should continue for information purposes only. No business will be transacted or vote taken

## 9 Committee Chairman

9.1 The Committee will elect a Chairman and Vice Chairman from their number in accordance with the procedure as specified in Council's Standing Orders

9.3 If the Chairman is not present, the Vice Chairman will take the meeting. If neither is present, members will elect a Chairman for the meeting from amongst their number, unless the Mayor is present when he/she would take the Chair

## 10 Clerking Arrangements

10.1 The Town Clerk will ensure that appropriate clerking arrangements are in hand for the Committee

10.3 The Committee shall keep accurate Minutes of its transactions and shall cause the Minutes to be recorded in books kept for that purpose by Council

## 11 Frequency and Timing of Meetings

11.1 The Committee shall meet not less than three times a year. Meetings shall normally be held at 6:30pm on a Tuesday in the Town Hall or at 6:00pm if the meeting is to be held virtually

## 12 Standing Orders

12.1 The Standing Orders of Council will apply to the running of the Committee as appropriate

**Town Clerk**

