

PERSONNEL COMMITTEE

TERMS OF REFERENCE

1 Sustainability

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

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

3 Advisory Powers

- 3.1 To manage the process and recommend to Council the appointment or dismissal of the Town Clerk
- 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
- 3.3 The Committee shall, at its October meeting annually, agree its recommended budget and advise the Finance & Audit Committee accordingly

- 3.4 The Committee shall, at its October meeting annually, agree its recommended designated reserve requirement and advise the Finance & Audit Committee accordingly
- 3.5 To recommend to Council any CIL spending projects
- 3.6 To advise Council of any recommended change to the Committee's Terms of Reference

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
- 4.2 To review job descriptions on a regular basis to ensure that they are compatible with the efficient running of the Council
- 4.3 To determine the grading, remuneration and terms and conditions of employment for all Council employees, including contracts of employment
- 4.4 To manage the process and appoint or dismiss the Beadle and Macebearers accordingly
- 4.5 To appoint the Council's Chaplain on an annual basis, taking into account the personal preferences of the Mayor Elect
- 4.6 To appoint the Civic Photographer or make arrangements for civic events to be captured pictorially
- 4.7 To oversee leave entitlements, including annual holidays, sickness and sickness management, statutory entitlements, special leave and TOIL (time off in lieu)
- 4.8 To monitor and agree staffing related expenditure

- 4.9 To review performance management, and ensure that it is well established by means of staff appraisals carried out on an annual basis
- 4.10 In association with the Town Clerk, to manage the appointment process or dismissal of the Deputy Town Clerk and appoint or dismiss accordingly
- 4.11 To oversee any process leading up to the possible dismissal of staff, including redundancy
- 4.12 To ensure that all grievance and disciplinary procedures are dealt with in line with the Council's procedures
- 4.13 To ensure appropriate training resources are available for both members and employees
- 4.14 To undertake a Health & Safety Risk Assessment and a Risk Management review, at least annually
- 4.15 To manage the Town Hall as an office and workspace
- 4.16 To review the working environment and office facilities of the Council's administrative team, at least annually
- 4.17 To review the working environment and facilities of the Council's Events team, at least annually
- 4.18 To review the working environment and facilities of the Council's Open Spaces team, at least annually
- 4.19 To review security arrangements to safeguard administrative and event staff when the Town Hall is open to outside organisations and members of the public
- 4.20 The appointment of any necessary external consultants or contractors
- 4.21 To nominate when appropriate, members of the Council to outside bodies where there is insufficient time or opportunity to refer to Council

4.22 Any such matters that, from time to time, Council may remit

4.23 To review its Terms of Reference, at least annually

5 Powers Delegated to the 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 and Officers

6.1 The approval by the Town Clerk or RFO 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

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 six times a year. Meetings shall normally be held at 6:30pm on a Tuesday in the Town Hall.

12 Standing Orders

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

Town Clerk
March 2023

**Terms of Reference
Control Sheet**

Document Ownership	<i>Name of Committee</i>
Full Review	Every year - September

Version	Description of Amendment (including paragraph)	Date
	Amendment to 11.1 - removal of reference to Virtual meeting	7/3/23