

# **Patchway Town Council**

## **Personnel Committee**

### **Terms of Reference**

Composition: Six (6) Elected members (Voting)

Quorum: Two (2) members

Chairmanship: Chairman and Vice-Chairman to be elected by the members of the committee on a bi-yearly basis.

Meetings: Monthly. In the event of an item of urgency, an Extra Ordinary meeting can be convened by the Proper Officers and the Chairman of the Committee with three days' notice.

Timing: During the working day, time to be determined    Venue: Callicroft House or the Casson Centre

Reports to: Full Council on policy related matters.

Administration: Proper Officers- Clerk & Deputy Clerk/Responsible Finance Officer

Term of Committee Appointment: Bi-Yearly, with the exception of resignations. In the event of a resignation, a secure handover must take place.

Legal Status: General Data Protection Regulations    Adopted Code of Conduct 2021    Adopted Standing Orders    Adopted Financial Regulations    Localism Act 2011    Local Government Act 2003    Local Government Act 1972    Public Bodies (Admissions to meetings) Act 1960    All Employment related legislation.

### **Terms of Reference & Matters Delegated to the Committee.**

#### 1. Proper officer appointments

- The Proper Officers of the council are recruited, shortlisted and appointed by an Interview Panel from the Personnel Committee.
- A recommendation from the Personnel will be submitted to Full Council to ratify the appointment of the proper officers.

#### 2. All other staff appointments

- All other staff will be recruited and shortlisted by the Proper Officers.
- The successful shortlisted applicants will be interviewed and appointed by an Interview Panel from the Personnel Committee and the Clerk or Deputy Clerk/Responsible Finance Officer.

3. Deal with staff disciplinary and grievance matters relating to the proper officers of the council.

4. Deal with all staff disciplinary and grievance appeals in accordance with the Council's Disciplinary and Grievance procedures..

5. To oversee any process leading to dismissal of staff (including redundancy)

6. Review contracts, staffing policies and procedures.
7. Consider and implement any changes which are required to comply with Employment Law, Health & Safety Law and Terms and Conditions of Service as laid by the National Joint Council (NJC) and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).
8. Proper Officers to draft, but the committee review job descriptions, person specifications, staff establishment (including promotion re-grading, redundancies and fixed term contracts) and to approve all contracts of employment for existing posts.
9. Consider and recommend pay awards and payroll management.
10. Review staff pension arrangements.
11. Review staff sickness on a monthly basis and manage long term sickness and incidents at work in the lines with the Council's Absence Management Policy.
12. Work to determine the staffing levels necessary to efficiently discharge the work required by the Council, review the workloads periodically and to make any necessary recommendations in respect thereof to the Full Council
13. Review the policy for the use of Council equipment and any incidents that have occurred
14. Ensure that all staff have an annual appraisal.
15. Ensure that the Clerk has everything required for managing other staff.
16. Be aware of sources of expert advice on employment matters and to ensure that the Council uses such sources when there is any doubt about good employment practice.
17. Undertake training identified from time to time to support their role as the Council's Employment Committee
18. Manage any issues referred to the Committee by the Full Council.
19. Make recommendations to the Council on all matters identifies as not included in an existing policy.
20. To review from time-to-time policy objectives within the committees Terms of Reference for consideration by Full Council.