



**SHERBURN IN ELMET
TOWN COUNCIL**

Council Office,
Eversley Park Centre,
Low Street,
Sherburn in Elmet
LS25 6BA

**SHERBURN IN ELMET TOWN COUNCIL (SETC)
PERSONNEL COMMITTEE
TERMS OF REFERENCE**

**ADOPTED: December 2023
TO BE REVIEWED: May 2024**

Membership – 5 Members

(To be appointed at the Annual Meeting of the Town Council each year or when a vacancy occurs)

- The Personnel Committee is to consist of 5 members.
- The Chairman and Vice-Chairman are to be elected annually by the Personnel Committee at the first meeting after the Annual Council meeting of Sherburn in Elmet Town Council and shall hold office until the next Annual Council.
- The quorum of the Committee is 3.

Aims:

To develop strategy and policy in all matters relating to human resources and to take employment related decisions on behalf of the Council where directed or delegated to do so.

Objectives:

To provide effective and professional staff management in all matters related to the employees of the council and to help ensure that the Council is exercising an adequate duty of care for all of its employees.

Meetings and administration:

- Ordinary meetings of the SETC Personnel Committee will be held quarterly, with extraordinary meetings called as needed.
- The SETC Proper Officer will convene ordinary meetings of the Personnel Committee.
- Members will be summoned to attend meetings which will be held in Eversley Park Centre.
- Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.
- SETC Standing Orders will apply to all meetings of this Committee.
- All resolutions shall be recorded in the minutes of the meetings.
- Minutes of SETC Personnel Committee meetings will be approved at the next meeting of this Committee.
- Minutes of all meetings will be recorded by the Clerk and circulated to all members of SETC for information.

Accountability:

The Personnel Committee has delegated powers to act/make decisions on behalf of the Full Council in relation to the defined terms of reference only; any recommendations outside the Personnel Committee's terms of reference shall be made to the Full Council or, where the relevant scheme of delegation is in place, to an officer.

Scope:**Recruitment of SETC Staff:**

- The Personnel Committee will have full delegated powers to undertake the recruitment, selection and appointment of all staff, with the exception of the Clerk/Proper Officer (see below).
- The Personnel Committee will consider applications received for vacant posts.
- Successful short-listed applicants will be interviewed by an interview panel which consists of 3 members of the Personnel Committee.
- The Personnel Committee will have delegated powers to review and approve job descriptions, person specifications and contracts of employment.
- The Committee will follow the provisions of the Council's recruitment policy.

Recruitment of Clerk/Proper Officer:

- The Personnel Committee will have delegated powers to advertise, prepare and approve associated documents and consider applications received for the vacant post.
- Successful short-listed applicants will be interviewed by an interview panel which consists of 3 members of the Personnel Committee. Any additional recruitment steps should be followed as outlined in the Council's recruitment policy.
- The interview panel will make recommendations to Full Council as to preferred candidates.
- The Full Council will consider said recommendations and feedback.
- The Full Council will approve the appointment of SETC Clerk/Proper Officer.

Policies and Procedures:

- The Personnel Committee will have delegated powers to consider and implement all employment-related policies and procedures (including Staff and Councillor handbooks) and any changes, which are required to comply with Employment Law, Health and Safety Law and Terms and Conditions of Service as laid down by the National Joint Council (NJC "Green Book") and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).

Staff Management:

- The Personnel Committee will have delegated powers related to performance management of all Council employees and to administer Discipline and Grievance Procedures.
- The Personnel Committee will have delegated powers to appoint a sub-committee to administer any processes, including appeals, as required.
- The Personnel Committee will appoint one of its members to act as Line Manager to the Clerk and to direct the line manager in their role and responsibilities. The line manager will have no powers to take action and will report directly to the Personnel Committee.
- The Personnel Committee will have delegated powers to carry out annual staff appraisals, details of which are set out in the Council's adopted appraisal policy.
- The Personnel Committee will have delegated powers to implement actions arising from staff appraisals (see financial consideration below).
- The Personnel Committee will have delegated powers to consider and implement NJC pay awards, increments and payroll management.

- The Personnel Committee will have delegated powers to approve expenditure on Council furniture, software, technology and other items that it deems necessary to enable staff to carry out their duties.
- The Personnel Committee will have specific delegated responsibilities relating to staff redundancies, as set out in relevant adopted policies. The Personnel Committee will submit its recommendations to Full Council.

Financial considerations:

- The Personnel Committee will submit financial proposals in respect of salaries and training of all staff to the Full Council (not later than the end of December each year).
- The Personnel Committee will have delegated powers to review staff pension arrangements. Recommendations for any financial implications will be submitted to Full Council.
- The Personnel Committee will have delegated powers to approve expenditure for all aspects of the Committee's responsibilities as listed above, subject to limits as set out in the Council's adopted Financial Regulations and only where expenditure falls within budget provision (as allocated by Full Council).

Review:

- The HR Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting.
- Any recommendations for change will be submitted to the next ordinary meeting of the Full Council for consideration.