

## SHERBURN IN ELMET TOWN COUNCIL

# PERSONNEL COMMITTEE

## Terms of Reference



Date of adoption: 17<sup>TH</sup> June 2024

Date of review: June 2025

### **Purpose and Aims of the Personnel Committee**

This committee is appointed to make decisions about all Personnel matters, subject to budget and expenditure limits decided by the full council unless stated otherwise. The aims of the committee are to develop strategy and policy in all Human Resources matters and to take employment related decisions on behalf of the Council where directed or delegated to do so. The committee will provide effective and professional leadership in all matters relating to the employees of the Council and to help ensure that they are exercising an adequate duty of care for all of its employees.

### **Membership and voting**

(To be elected annually at the Annual Meeting of the Town Council each year in May or when a vacancy occurs)

1. The Committee will consist of 5 councillors.
2. At its first meeting following the Annual Meeting of the Town Council, the Committee shall elect a Chairman and a Vice Chairman: and shall hold office until the next Annual Council Meeting.
2. The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.
3. Members of the Personnel Committee will not be members of any Personnel appeals panel that may have to be formed.

### **Convening meetings**

- The Clerk/Proper Officer will convene Personnel Committee meetings as and when necessary: at least quarterly.
- The Committee Chairman may also convene meetings as he/she feels necessary.
- Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with *Schedule 12, Para 10 of the Local Government Act 1972*.
- Minutes will be taken, approved and retained by the council in perpetuity.
- Meetings will be held in accordance with the council's Standing Orders.

### **Quorum**

The quorum of the Committee will be 3.

### **Documentation**

1. Minutes of all meetings will be recorded by the Clerk or, in the absence of the clerk, by one of the councillors present at the meeting.
2. Draft minutes will be circulated to all Committee members.
3. Depending on timing, either draft or approved minutes will be received by the full council for information only.

### **Accountability**

The Personnel Committee has been given delegated power by the full council to act on behalf of the authority in relation to these defined terms of reference only; any matters outside the Committee's terms of reference shall be made to the full council as a recommendation. Where a relevant Scheme of Delegation is in place, delegated powers will be given to an officer.

## **Remit and scope of the Committee**

1. To establish and keep under review the Personnel structure in consultation with the Council.
2. To create personnel folders for each employee and ensure these are kept up to date.
3. To draft, implement, review, monitor and revise employment policies for staff.
4. To administer and manage the recruitment process of all staff (with the exception of the Clerk/Proper Officer) including:
  - agreement of the application pack to include a job advert, job description, person specification and application form.
  - short listing of candidates
  - setting an interview date and carrying out interviews: interview panel to consist of 3 members of the Personnel Committee.
  - select a suitable candidate for the role from those interviewed and make appointments, noting at full council meetings (full council to approve appointment and agree salary).
  - The Council will approve the appointment of the Clerk/Proper Officer
  - Chair of Personnel committee to make verbal offer, subject to satisfactory references and liaise with successful candidate prior to commencement of employment.
  - Chair of Personnel to obtain references
  - Chair of Personnel to liaise with new employee and provide a statement of particulars/contract of employment on day one of employment.
5. Salary recommendations for new staff and regrading recommendations for existing staff will be made by the Personnel Committee (NJC pay awards and increments).
6. To arrange the execution of new employment contracts.
7. To have delegated powers to consider and implement/negotiate any changes to contract terms, which are required to comply with Personnel law, health and safety law and terms and conditions of service as laid down by the National Joint Council (NJC "Green Book") (excluding salary level decisions, see 5 above).
8. The committee will be the line manager of the Clerk.

The committee will have a councillor who will have responsibility for day-to-day liaison with the officer in consideration of working conditions, holiday/leave arrangements; sickness; ensuring workload is acceptable and manageable; ensuring the clerk has sufficient time to undertake the workload and general well-being of the clerk in his/her work.

The liaison councillor will arrange and lead on appraisals for the Clerk (with 2 members present at the Clerks appraisal). The liaison councillor will not have decision making powers but will report the liaison/discussions with the Clerk to the Personnel Committee should any decisions be required on any issue.

The liaison councillor, in dialogue with the Clerk, will set targets with realistic timescales to achieve them. The targets will be reported to the committee and reviewed under paragraph below.
9. To establish and review performance management (including staff appraisals, which will be held in September each year) and staff training programmes. This includes having delegated powers to implement actions arising from staff appraisals.

10. To manage the process leading to the redundancy of staff and submit recommendations to Full Council.
11. To monitor and address regular or sustained staff absence.
12. To make budget recommendations on any Personnel related expenditure to the Council (this includes staff salaries and training): not later than December each year in order to inform the budget.
13. To consider any appeal against a decision in respect of pay.
14. To handle grievance or disciplinary matters (and any appeal (different councillors) in accordance with the adopted policies of the Council, which must accord with the ACAS Codes of Practice on grievance and disciplinary matters.
15. To manage the payroll and review the performance of any payroll company used by the Council, on an annual basis in April each year.
16. To implement, monitor and review staff pension arrangements. Recommendations for any financial implications will be submitted to Full Council.
17. To have delegated powers to appoint a sub-committee to administer processes, including appeals, as required.
18. 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 Council).

Where the Committee feels necessary, it may refer any decision for which it has delegated authority, to the full council.

### **Review**

The Personnel Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting and recommendations for alteration to be made to the next ordinary meeting of full council for consideration.

Adopted by: Sherburn in Elmet Town Council, signed:

Cllr Peter Baumann, Chairman

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at its meeting on: Monday 17<sup>th</sup> June 2024

Review date: June 2025