



EMERSONS GREEN TOWN COUNCIL

TERMS OF REFERENCE

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| Committee | Personnel Committee |
| Date of review/approval: | 08.07.21 |
| Membership | 6 councillors. The Chairman of the Town Council shall not be permitted to sit on the Personnel Committee. |
| Quorum | 3 |
| Meeting frequency | As required. Minimum two per year. To be called by Clerk or Chair of staffing Committee. |
| Secretariat | Normally provided by the Town Clerk. On occasion, it may be necessary for the Town Clerk to be absent for the meeting. In this event a member of the committee will be asked to take minutes of the meeting, and for these to be made available to the Chairman within 48 hours of the meeting. Procedural advice on minutes may be sought from NALC if required. |
| FUNCTION OF COMMITTEE | DELEGATION OF FUNCTIONS |
| 1. To arrange for the appointment of the Proper Officer and additional staff in accordance with the Local Government Act 1972 s112 | Recommendations to be made to Full Council. All decisions regarding the recruitment of staff must be ratified by Full Council. |
| 2. To deal with grievances in accordance with the Grievance Policy. | <ul style="list-style-type: none"> To investigate and rule on formal grievances raised, in accordance with the Grievance Policy. To consider, and rule on, grievance appeals, in line with the Grievance Policy. |
| 3. To deal with dismissals in accordance with the Disciplinary Policy. | <ul style="list-style-type: none"> To investigate and rule on staff disciplinary matters, in accordance with the Disciplinary Policy. To consider, and rule on, staff disciplinary appeals, in line with the Disciplinary Policy. |
| 4. Pay and Reward | <ul style="list-style-type: none"> To administer the Formal Reward Scheme in accordance with the Pay and Reward Scheme. To consider and rule on Pay and Reward appeals in accordance with the Pay, Recognition and Rewards Policy. |
| 5. To nominate a member of the Committee to undertake the annual appraisal of the Clerk to the Council | To carry out the appraisal and agree the outcome. |
| 6. Day-day-day management and supervision of the Town Clerk | Delegation to manage/carry out the day-to-day management and supervision of the Town Clerk |
| 7. Terms and conditions of staff | To determine the terms and conditions on which staff hold office. |
| 8. To advise the Council on the requirements for, and the availability of, human resources necessary for the fulfilment of the Council's policies. | The instruction of external Human Resource advisors/support must be agreed by the Full Council. |
| 9. The promotion of equal opportunities for all employees of the Council, and in the Council's recruitment and selection procedures, and to monitor the effectiveness of such measures | Responsibility is delegated to the Personnel Committee. |
| 10. Redundancy and early retirement | To determine the level of compensation to be paid in individual cases of voluntary redundancy and early retirement, and other |

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| | personnel matters, where appropriate, for submission to the Finance Committee and Full Council as appropriate. |
| 11. To act with due discretion concerning confidential, personal and sensitive matters. | |
| 12. Health and Safety | To satisfy itself that Health and Safety and governance procedures are being followed in relation to Personnel. |
| 13. Environmental | To give due consideration to environmental, conservation and climate matters in reaching all decisions. |
| 14. Equality and Diversity | To consider equality and diversity (race, gender, sexual orientation, marital status and disability), tackling disadvantage, reducing social exclusion, and supporting society's most vulnerable groups, in carrying out the functions of this Committee. |