

TERMS OF REFERENCE

Committee	Personnel Committee
Date of review/approval:	16/05/2024
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 Personnel Committee.
Secretariat	Normally provided by the Town Clerk. On occasion, it may be necessary for the Town Clerk to be absent from 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 s.112	Recommendations to be made to the Full Council for the appointment of the Proper Officer. All decisions regarding the recruitment for new roles must be ratified by the Full Council. Recruitment for replacement staff is delegated to the Town Clerk with support from Personnel Committee as required.
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 disciplinary matters 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. Clerk to undertake appraisals of other staff unless other policies apply.
6. Day-to-day management and supervision of the Town Clerk	Delegation to supervise and manage Town Clerk, also supporting their management of the day-to-day business.

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. Advice may be sought by Town Clerk or the Personnel Committee to inform accordingly.
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 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.

