



## Terms of Reference – Personnel Committee

Date of review -

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## Purpose of the Committee

To consider and deal with all matters affecting staffing issues. The committee has delegated authority to advise the Council on personnel issues, including new contracts of employment, pay scales, recruitment, redundancy, grievances and disciplinary matters.

## Membership

6 councillors will be elected at the Annual Meeting of the Town Council and will include either the Chairman of the Council or Vice Chairman.

## Parameters

- The quorum of the panel shall be a minimum of 3 councillors.
- The committee will meet regularly with the ability to meet additionally as and when required.
- The committee shall elect a Chairman at the commencement of its first meeting and annually after the Annual Meeting of the Town Council.
- The Chairman of the committee shall have a casting vote in the case of an equality of original views.
- Meetings of the committee will be held without press or public present and without public notice as the contents of discussion fall under Standing Order 3d.
- All reports, documents and correspondence will remain confidential within the Council.
- The committee is responsible to the Full Council.

## Remit

- To provide a route for consultation with all personnel, via the Town Clerk and if appropriate discussion with the Town Clerk, to discuss staff matters informally within the committee.
- To provide a route for consultation with all councillors on staffing issues.
- To carry out the annual appraisal of the Town Clerk in conjunction with the Chairman of the Council and note the annual reviews of other staff members.
- To undertake the recruitment of personnel in conjunction with the Town Clerk.
- To recommend salary increases within the agreed budget, to the Finance & General Purposes committee.
- To determine, with appropriate advice as necessary, any grievance or disciplinary issues relating to staff.

## Responsibilities

The committee is responsible for ensuring:

- The council are applying current employment legislation, in consultation with KALC.
- Regular health and safety checks are carried out for all staff, in line with the Health and Safety Policy.
- Staff working conditions are acceptable.
- Ensure staff are confident in procedures followed by the council for all matters relating to their employment, for which they have been trained.

In addition to:

- Signing off staff employment contracts in consultation with the Clerk.
- Confirm successful completion of staff probation periods in consultation with the Clerk.
- Reviewing, devising and arranging adoption of relevant employment related policies, in consultation with KALC.
- Employees development and training needs are monitored including agreeing procedures for making training and development requests.
- Recommending to the Finance and General Purposes Committee an appropriate budget for staff training and development.
- To receive, consider and investigate any complaints made against staff under the Council's Grievance and Disciplinary Procedures.