

Terms of Reference for Personnel committee

These Terms of Reference were approved at Full Council on 3rd October 2022

This committee is appointed to make decisions about all staffing matters, subject to budget and expenditure limits recommended by the Finance committee and agreed by full Council.

Membership

Membership of the committee is established at a Council meeting.

The membership of the committee is to be 9 councillors (3 to actively deal with day-to-day matters and 3 to be called on if a dispute arises).

The committee shall elect a Chairman for each civic year.

Frequency of meetings. One meeting will be held every year to review all staff contracts and job descriptions and HR policies. Otherwise, meetings will be convened as and when necessary, eg to deal with grievance or disciplinary matters; to recruit to staff vacancies; or to deal with other emerging personnel issues.

Key Tasks

To establish and keep under review the staffing structure in consultation with the Finance committee

To draft, implement, review, monitor and revise policies for staff.

To establish and review salary pay scales for all categories of staff with the Finance committee and to be responsible for their administration and review.

To oversee the recruitment and appointment of staff.

To arrange execution of new employment contracts and changes to contracts.

To establish and review performance management (including annual appraisals) and staff training programmes for staff.

To oversee any process leading to dismissal of staff (including redundancy).

To keep under review staff working conditions and health and safety matters.

To monitor and address regular or sustained staff absence.

To make recommendations on staffing related expenditure to the Finance Committee.

To consider any appeal against a decision in respect of pay.

To consider a grievance or disciplinary matter (and any appeal).

To supervise and performance manage the Clerk's work, to administer leave requests, record and monitor absences and handle grievance and disciplinary matters and pay disputes.

Quorum

A quorum will be a minimum of 3 Councillors. Emergency Powers Generally staffing matters should be dealt with in committee meetings, however, in exceptional circumstances, if there is an emergency personnel or staffing issue, the Chair of the committee shall take the initial action – informing the Chair and Vice-Chair as soon as possible. The matter or outcome is to go to the next regular meeting, or an extra meeting is to be called if the time before the next regular meeting would cause unnecessary delay. Examples of 'exceptional' circumstances may include a serious offence, gross misconduct or other major incident or accident.

The Chair should always seek external advice from the EALC and retained HR sources, as and when needed. Generally, the Clerk is the named officer to approach such external bodies, but as the council only employ the one member of staff (The Clerk) the Chair of the committee should be the person who contacts the outside agencies In matters connected with the Clerk's performance or management.

If the Chair is not available, the committee will nominate a member. If any member of the staff is unhappy with the line management and feels they must bypass the normal structure, they may request a meeting with the Chair and Vice-Chair or in their absence two other members of the committee. The outcome is to be taken to the next committee meeting or an extra one called.

The Personnel committee manage, on behalf of the council, advised as necessary the following:

- The overall performance of the staff, delegating the day-to-day line management of the Clerk.
- Staff development and progression and succession planning.
- Approving any overtime requirements within the council's budget after consultation with the Finance committee.
- Ensuring the delivery of regular staff appraisals and noting and agreeing any actions and outcomes.
- Nominating a member to carry out the Clerk's appraisals and reporting any actions etc as above.
- Dealing with matters of individual or committee discipline through the established management ranks, offering guidance and support to line management as appropriate.
- If the problems require disciplinary and grievance procedures, then these will be directed to the appropriate panel as per the adopted procedures.
- Any appeal will be reported to Full Council for the appeals procedure to be implemented.
- Carrying out an annual review of the Council's employment policies, making recommendations to Full Council for any alterations/amendments.
- Periodically reviewing staff contracts and initiating any amendments/alterations considering the correct employment law procedures.
- Through the Clerk (RFO) the committee will be aware of pay, NI, pension contributions and other related expenses, and ensure that legal requirements and recommendations are complied with, including recommended pay reviews.
- The committee will forward details of resignations to Full Council and will initiate filling the vacancy in accordance with the Council's approved recruitment policy.
- Advertising for new staff, conducting interviews and making recommendations to the Full Council.
- Contracts of employment for new staff members are agreed by the Personnel committee but are referred to Full Council for acceptance.
- The committee Chair and/or Vice-Chair may approve the Clerk's annual leave, lieu time and expenses claims. Details of periods exceeding 1 day should be passed to all committee members – to a meeting, or via email if granted and take between meetings.

All reports are to be circulated to the full council but are marked as confidential due to the nature of committee and details of the contract are not for public knowledge.