

Personnel Committee – Terms of Reference and Delegations

1. Authority

The Personnel Committee is appointed by and is solely responsible to Loddon Town Council. The Committee's powers and duties are outlined in this Terms of Reference and are defined and agreed by the Council who may vote, at any time, to modify the Committee's powers. The Membership and Terms of Reference will be reviewed and agreed, as a minimum, annually by the Full Council.

2. Role

The Committee's primary purpose is to ensure the Council complies with the requirements of employment laws and follows best practice in providing good working conditions for staff, and will deal with all personnel, employment and recruitment issues.

3. Membership

The Committee will be made up of four Councillors. The Chairman and Vice Chairman will sit as ex officio members of the Committee with voting rights (if in attendance). If a Councillor resigns from the Committee/Council during the year, a new Councillor will be appointed at the next appropriate Full Council meeting.

4. Quorum

The quorum of the Committee is 3. If less than 3 Members are present the meeting will be immediately postponed to a later date and no decisions taken.

5. Chairmanship

At its first meeting the Committee will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman – both will be re-elected each year after the Annual Town Council meeting.

6. Meetings

Meetings will comply with the Council's Standing Orders and Code of Conduct and Councillors must declare interests on Agenda items. All meetings where decisions and resolutions are to be made, will be held in public. The power to exclude is not exercisable generally. The Press and public can only be excluded by a resolution of the Committee if publicity would prejudice the public interest, by reason of the confidential nature of the business, or for some other reason stated in the resolution arising out of the business to be transacted.

The Committee will meet as required but will have a minimum of one meeting a year.

7. Voting

Any Member of the Council shall be entitled to attend and speak at meetings of the Committee but may not vote unless an appointed Member of the Committee.

In the case of an equal vote the Chairman of that meeting shall have a second or casting vote.

8. Record of Proceedings

Agendas will be published according to statutory requirements and will reflect the items to be discussed at the meeting of the Committee. Items for the Agenda and reports should be submitted to the Chairman and Clerk a minimum of 7 days prior to the meeting. Agendas should ensure that

the intention of the resolution is conveyed clearly to the members and transparently to members of the public.

Written Minutes will be taken as a record of the Committee's decisions and will be circulated to all Councillors. The Clerk (or a delegated officer) will be responsible for arranging the recording and distribution of the Minutes. The Minutes will be presented for approval by resolution at the next meeting of the Committee. Clear and concise formal resolutions are required to avoid ambiguity in the Minutes.

9. Responsibilities

For clarity, the Chairman of the Council will provide the line-manager role for the Clerk, including responsibility for day-to-day matters, such as authorisation of holiday, overtime, sick leave and absence from work. The Council delegates the responsibility of the line-manager role for other staff to the Clerk, including responsibility for day-to-day matters, such as authorisation of holiday, overtime, sick leave and absence from work.

The Committee will be responsible for:

- The Committee will meet to discuss the staffing budget requirements each year, which will then be considered by the Finance Working Party during the budget setting process.
- To keep under review the working conditions and health and safety of the Council's staff.
- To monitor development and training for staff and Councillors and make appropriate recommendations.
- To determine the staffing levels and staffing structure necessary to efficiently discharge the work required by the Council and to review the workloads periodically.
- To oversee the recruitment and selection of new employees, including the job description, person specification, advertising, shortlisting, interviewing, reference checking, inductions and appointment of staff.
- To oversee the termination arrangements for the Council's staff.
- To draft, review and adopt employment policies and procedures.
- Carry out initial personnel investigations and request relevant supporting documents and evidence when and where appropriate.
- Deal with any staff disciplinary matter in accordance with the Council's Disciplinary Procedure.
- Deal with any staff grievance in accordance with the Council's Grievance procedure.
- Consider the pay awards for all employed by the council annually.

10. Delegated Powers

The Personnel Committee has delegated powers and can make decisions without full Council approval if the resolutions are within the remit of the role and responsibilities of the Committee.

In cases of emergency that will not wait until the next Council meeting and outside of the Clerk's Delegated Powers, the Committee will have full powers to act on behalf of the Council on matters of personnel, employment and recruitment. Examples of 'exceptional circumstances' may include a serious offence, gross misconduct or other major incident or accident. The Clerk may also accept an unexpected resignation but must report as above.

The Committee is authorised to establish Advisory Groups and Sub Committees and to appoint advisors as and when necessary, to assist in its work. Advisory Groups and Sub-Committees shall be chaired by a Councillor and have agreed Terms of Reference set by the Committee.

11. Budget

The Committee has the power to authorise expenditure within the remit of the Council's staffing budget. A maximum sum of £5,000.00 may be incurred in any one incident without reference to Full

Council. Any amount over that value will be reported to the next appropriate Full Council meeting for their approval. Overall compliance with the Financial Regulations must still be adhered to.

These Terms of Reference were adopted by Loddon Parish Council at its meeting held on 09 March 2022 and will be reviewed annually.

Signed:

Dated:

Revision: Revision1