



## TERMS OF REFERENCE FOR PERSONNEL COMMITTEE OF ASHINGTON TOWN COUNCIL

### 1. LEGAL

Unless a statutory prohibition applies, the performance of the statutory powers and functions and related work of a local council can be delegated to a committee.

This Committee is appointed in accordance with the provisions of Section 101, subsection 1 (a) of the Local Government Act 1972.

The powers, duties and functions of this Committee were approved at the Annual Meeting of the Council, held on 26<sup>th</sup> May 2026.

### 2. CONSTITUTION

- The committee is called the Personnel Committee.
- Membership includes the Chair of the Council and the Chair of FGS Committee (ex officio) plus four elected members, agreeing two from each political party ensuring political balance.
- A minimum of 3 Cllrs must be present and voting at a meeting to achieve a quorum.
- If the number of Cllrs present falls below the required quorum, the meeting shall be adjourned, and business not transacted shall be placed before the next meeting of this committee.
- The Committee shall elect a Chair and Vice-Chair from its membership at the first meeting of the Committee after the Council's Annual Meeting.
- The election of Chair shall be the first item of business. The outgoing Chair shall preside over that election if they have been elected to serve on the Committee for the new term. If the outgoing Chair has not been elected to serve, the outgoing Vice Chair shall preside if they have been elected to serve on the Committee for the new term. If neither the outgoing Chair nor the outgoing Vice Chair has been elected to serve on the Committee for the new term, and where the vote for Chair results in a tie, the Chair shall be determined by draw of straws between the candidates nominated.
- The Committee shall normally be clerked by the Executive Officer to the Council, who is required to advise the Committee on matters falling within its remit. However, the Committee may be required to make other arrangements for the Committee to be Executive Officered, for instance where a matter concerns the employment of the Executive Officer.
- The Committee shall hold two meetings a year, or more if necessary.
- Full Council agree the remit of the committee.
- The committee has full delegated power of decision making for those items within its remit.
- The committee may consider other issues outside its remit referred to it by Full Council.
- The committee may agree a sub-committee and the terms of reference of that sub-committee.
- As a committee a formal summons for each meeting is required, in line with council standings orders.
- A draft report of each meeting will be presented for approval at the next meeting.

### 3. TERMS OF REFERENCE

#### ***Recruitment and Resourcing***

- To make recommendations for forward planning in respect of staff resourcing and organisational structure.
- Staff recruitment, including agreeing job descriptions, overseeing interviews, and agreeing appointments. Where this is the recruitment of the Executive Officer, a recommendation shall be made by the committee to Full Council.
- Recruitment interviews shall be conducted by a panel of at least three, with the Executive Officer in attendance.



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### ***Remuneration and Reward***

- Making recommendations to Council regarding remuneration and reward, in consultation with line managers.
- Making recommendations to the Council in respect of incremental increases in salary, or other rewards, which are not contractual, in consultation with line managers.
- Making recommendations to Council regarding staff welfare, in consultation with line managers.

### ***Performance Management***

- Ensuring annual reviews are carried out by line managers.
- Overseeing the annual review of the Executive Officer.
- Internal disciplinary matters.
- The 'Grievance and Disciplinary Panel' shall hear and deal with formal Grievance and Disciplinary matters in accordance with Council Procedures. Three members will be elected at the Annual Meeting of the Council that sit outside of the Personnel Committee.
- Subject to the right of appeal, all appeals will be heard by the 'Appeals Panel'. Three members will be elected at the Annual Meeting of the Council that sit outside of the Personnel Committee.
- The Committee reserves the right to recommend referral of any legal matter in accordance with the grievance or disciplinary procedure to an outside third party.

### ***Training and Development***

- To approve all staff training in consultation with line managers.
- To make recommendations for member training, based on training needs/requests, in respect of all members.

### ***Compliance***

- Overseeing, in consultation with the Executive Officer, compliance by the Council with employment law, including equality legislation.
- Overseeing, in consultation with the Executive Officer, compliance by the Council with Health & Safety legislation.

## **4. AUTHORITY**

The group acts in an advisory capacity, reporting to and making recommendations through the Full Council, except in those areas where it has delegated powers.

## **5. REVIEW**

These Terms of Reference will be reviewed annually and agreed by Full Council.