



## 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 17<sup>th</sup> May 2022.**

### 2. CONSTITUTION

- The committee is called the Personnel Committee
- Membership includes Chair and Vice Chairs of Full Council and Finance and General Services Committee, and the Leader and Deputy Leader of the Council.
- A minimum of 3 Cllrs must be present and voting at a meeting for a quorum to be found.
- 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 Committee shall normally be clerked by the Clerk 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 clerked, for instance where a matter concerns the employment of the Clerk.
- 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.
- 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.
- The process of staff recruitment, including agreeing job descriptions, overseeing interviews and recommending appointments.
- Recruitment interviews shall be conducted by a panel of 3 members of the Committee, with the Clerk in attendance where posts report to the Clerk, and/or the Assets and Facilities Manager where the posts report to them.



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

### ***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 employee appraisals are carried out by line managers, at least annually.
- Overseeing the annual appraisal of the Clerk.
- Internal disciplinary matters. The Committee shall hear and deal with these matters in accordance with the Council's Disciplinary Procedure, subject to the right of appeal to the Full Council in respect of any appeal.
- Internal grievance matters. The Committee shall hear and deal with these matters in accordance with the Council's Grievance Procedure, subject to right of appeal to the Full Council in respect of any adjudication or appeal.
- 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 Clerk, compliance by the Council with employment law, including equality legislation.
- Overseeing, in consultation with the Clerk, compliance by the Council with Health & Safety legislation.
- To review the Committee's terms of reference on an annual basis.