

## Personnel Committee

### Terms of Reference 2023-24 (proposed V2)

#### **Composition: Mayor, Deputy Mayor, Chairman of P&R, Chairman of CLR, Chairman of P&E, Chairman of NPC**

Other members or specialists may be invited to join the committee for specific topics subject to compliance with the Data Protection Act 2018 including GDPR<sup>1</sup>.

Members of this committee are expected to attend relevant training and to keep up to date on employment legislation to support them in their role.

#### **Purpose of this Committee**

The committee is appointed to make decisions about all staffing matters, subject to budget and expenditure limits decided by Full Council.

#### **Delegations are:**

1. All staffing matters not delegated to officers or Sub-Committees.
2. Determining and making an appointment for the Town Clerk's position.
3. To establish a smaller briefing panel to support, supervise and performance manage the Clerk's work, to administer their leave requests, record and monitor their absences, and feedback to the personnel committee.
4. As necessary establish a sub-committee to handle any grievance and disciplinary matters or pay disputes.
5. To establish and keep under review the staffing structure in consultation with the Clerk. Amending staff structure to reflect the Council's performance needs so long as within budget. Any changes requiring additional budget require Council approval.
6. Developing and agreeing personnel policies and practices in relation to salaries, grades, training, welfare, conditions, health & safety issues and pensions.
7. Monitoring spend against budget in regard to Training and Development for staff and Councillors.
8. Authorise adjustments to employees Terms & Conditions of employment<sup>2</sup>
9. Monitoring staff data such as sickness, TOIL.
10. Appointing Member Panels as required under the Council's Disciplinary and Grievance Policies and Procedures<sup>3</sup>.

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<sup>1</sup> General Data Protection Regulations

<sup>2</sup> Ensuring compliance via H&S consultants

<sup>3</sup> See Staff Handbook

11. Convening a Complaints Panel when complaints are unable to be resolved and are progressed through the complaint's procedure<sup>4</sup>.
12. Agreeing the Induction pack and training programme for councillors, in line with agreed budgets.
13. To Consider approving any incremental pay rises following staff appraisals.<sup>5</sup>
14. To support officers in the procurement exercise and review of any HR consultant and liaise with them as required on any HR matters unresolved by the Town Clerk or other line managers.

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<sup>4</sup> Refer to the Council's Complaints Policy

<sup>5</sup> Refer to Approved Financial Regulations