



## **PERSONNEL COMMITTEE**

### **MEMBERSHIP, MEETINGS AND TERMS OF REFERENCE**

Adopted at the Town Council meeting of 17 September 2020

Review Date – May 2024

The Personnel Committee shall consist of the Chairman of the town council plus six other councillors. The quorum for the Personnel Committee shall be three.

#### **Purpose**

1. To provide Personnel support and advice on behalf of the Tuxford Town Council to ensure that all employees are working within the letter of UK Employment Law
2. A written Statement of Employment Particulars and job description will be provided for every employee, where required.
3. Ensure that the Grievance Policy and Disciplinary Policy are reviewed annually in accordance with the Data Protection Act 1998 and the Equality Act 2010 and correctly and fairly implemented if and when required.
4. The Personnel Committee will ensure that all recommendations relating to salary, expenses, etc will be the most cost-effective option available on behalf of the Town Council
5. The Personnel Committee will endeavour to ensure that employees/workers receive the relevant training and development to carry out their roles for the employees benefit and to the Town Council
6. To ensure that all councillors follow the code of conduct and Civility and Respect pledge.

#### **Objectives**

1. To review Written Statements of Particulars annually taking guidance from the SLC Model Contract of Employment and other appropriate organisations, i.e. [Directgov.org.uk](http://Directgov.org.uk), ACAS
2. To assist the Clerk with the relevant employees/workers of the Town Council in performance management. This performance will be based on objectives which are specific to the job description/work tasks and as such, are achievable, measurable, and realistic. Assessors will be appointed by the Personnel Committee

3. The Personnel Committee will seek to gain the consent of the Town Council prior to any recommended salary rewards that emanate from the Performance Review. The performance management review (Appraisal) to be concluded at the annual review date for each employee, unless otherwise agreed with the Town Council in advance.
4. To report to the Town Council on a regular basis the outcomes of their reviews
5. The Personnel Committee will adopt the relevant Standing Orders for lawfully authorising the Clerk's sick leave, annual leave, and the discussion of sensitive matters, such as informal grievances and disciplinary matters (as per existing policies)
6. The Personnel Committee would also be responsible for any decisions relating to recruitment, appointment or termination of the Clerk or Grounds Maintenance staff. Any appeals arising from disciplinary, or grievance matters would be made by Full Council, if dealt with by the Personnel Committee in the first instance.
7. The Personnel Committee will continue to develop its own performance and development by attending any relevant training throughout the year.
8. The Personnel Committee will ensure that the Town Council ratifies all recommendations made at a Full Council meeting prior to implementation.

### **Agenda and Minutes**

The Personnel Committee will adopt the relevant Standing Orders with respect to Agenda and Minutes both of which is designated as confidential annually in accordance with the Data Protection Act 1998 and the Equality Act 2010.

Meetings to be held on a regular basis, formally and in accordance with Standing Orders, as an Extra Ordinary meeting, with an agenda and minutes recorded accordingly. A quorum of (three) must exist.

The public and press will ne excluded from these meetings and the Chairman of the Personnel Committee will be responsible for issuing agendas and producing minutes, which will be distributed to Personnel Committee Members only and to the clerk to record and file accordingly.

### **Terms**

The Personnel Committee must not disclose information to any other member of the council, family and friends and members of the public.



All decisions made by the Personnel Committee under delegated powers will be reported to the Council for information.

Level of Authority from Full Council: Delegated

The Committee currently have 7 members:

Councillor Members:

- Cllr Elaine Atkin
- Cllr Georgina Frost
- Cllr Joan Moorhouse
- Cllr Matthew Richards
- Cllr Keith Rutherford
- Cllr Jean Temple
- ONE Vacancy

**REVIEWED 21 May 2024 – revised 01.08.2024**