



# WINCANTON TOWN COUNCIL

## TERMS OF REFERENCE OF THE PERSONNEL COMMITTEE

### Purpose of the Committee

To consider and deal with all matters affecting staffing issues. The committee has delegated authority to resolve personnel issues, including new contracts of employment, pay scales, recruitment, redundancy, grievances and disciplinary matters.

### Membership

5 councillors will be elected and re-elected at the Annual Meeting of the Town Council and will include either the Chairman or Vice Chairman.

### Parameters

- The quorum of the panel shall be a minimum of 3 councillors.
- The committee will meet 4 times a year with the ability to meet additionally as and when required.
- The committee shall elect a Chairman at the commencement of its first meeting and annually after the Annual Meeting of the Town Council.
- The Chairman of the committee shall have a casting vote in the case of an equality of original views.
- Meetings of the committee will be held without press or public present and without public notice as the contents of discussion fall under Standing Order 3d.
- All reports, documents and correspondence will remain confidential within the Council.
- The committee is directly responsible to the Full Council.

### Remit

- To provide a route for consultation with all personnel, via the Town Clerk and if appropriate discussion with the Town Clerk, to discuss staff matters informally within the committee.
- To provide a route for consultation with all councillors on staffing issues.
- To carry out the annual appraisal with the Town Clerk and note the annual reviews of other staff members.
- To undertake the recruitment of personnel in conjunction with the Town Clerk.
- To authorise salary increases within the agreed budget.
- To determine, with appropriate advice as necessary, any grievance or disciplinary issues relating to staff or councillors.

### Responsibilities

The committee is responsible for ensuring:

- The council are applying current employment legislation
- Regular health and safety checks are carried out for all staff.
- Staff working conditions are acceptable.
- Ensure the committee provides pastoral care.
- Ensure staff are confident in procedures followed by the council for all matters relating to their employment.

- Inform the Full Council of any decision made.
- Review staff related policies.
- Any other personnel issues recommended by the Full Council

In addition to:

- Signing off employment contracts in consultation with the Clerk
- Confirm successful completion of probation periods in consultation with the Clerk
- Reviewing, devising and arranging adoption of relevant employment related policies
- Employees development and training needs are monitored including agreeing procedures for making training and development requests
- Approving budgets for which it has delegated power to incur expenditure within, including recommending to Council an appropriate budget for staff training and development
- To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure
- To investigate and where appropriate, hear complaints made under the Council's Grievance and Disciplinary Procedure and take whatever action necessary.

Adopted at the Full Council Meeting on 24<sup>th</sup> August 2020  
Amended at the Full Council Meeting on 9<sup>th</sup> November 2020

Minute 0082  
Minute 0160

Review Date February 2021 (if required) or August 2021