

# Lowestoft Town Council

## Terms of Reference for the Personnel Committee

1. The Personnel Committee is appointed by and solely responsible to Lowestoft Town Council.
2. The Committee's duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's terms.
3. Meetings are to be held as and when required. This is likely to be at least twice yearly.
4. **Membership** The Committee will consist of no fewer than five councillors. ~~and will elect a Chair as its first business at the first meeting subsequent to the Annual Meeting of the Council in each year.~~ **Full Council will elect a Chair for the Committee at the Annual Meeting of the Council every May.** All members of the Committee are expected to represent the interest of the whole Council area. Any elected member can preside by agreement in the Chair's absence. A quorum will be a minimum of three elected members. The Chairman of the Council will have automatic membership and full voting rights. There will be two named Councillors to act as substitutes to ensure that all meetings are quorate. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed within the Public Forum.
5. **Record of Proceedings** The Committee will meet as required to fulfil the responsibilities below, including making decisions about relevant staffing matters, subject to budget and expenditure limits decided by the Finance Committee. Written minutes will be taken to record the Committee's decisions and will be received at the next full Council meeting and tabled as an appendix. The Clerk will be responsible for arranging the recording and distribution of the minutes.

### 6. Responsibilities

The committee has delegated authority from the Council to fulfil the following responsibilities:-

1. Helping ensure that a staffing framework and culture exists within the Council which nurtures productivity, treats staff equally and with respect, values diversity and supports staff to give their best, including through suitable training, development and management
2. Reviewing and making recommendations on the staffing structure in consultation with the Finance and Governance Committee, when needed
3. Drafting, implementing, reviewing, monitoring and revising employment policies and making related recommendations to the Council.
4. Establishing and reviewing the salary payscale reference points
5. Overseeing the recruitment process of the Clerk and making recommendations on appointment, terms and contractual matters to the Council for all staffing.

6. Ensuring that suitable HR arrangements and insurances have been reviewed and established.
7. Establishing and reviewing the performance management system (including annual appraisals) and the training and development policy for councillors and staff
8. Oversee any process leading to dismissal of staff (including redundancy)
9. Keeping under review staff working conditions and health and safety matters
10. Monitor and address regular or sustained staff absence
11. Make recommendations on staffing-related expenditure to the Finance Committee
12. Considering any appeal against a decision in respect of pay
13. Ensuring appropriate arrangements are established for hearing a grievance or disciplinary matter for the Clerk (and any staff appeals)
14. Supervising and performance managing the Clerk's work, administering their leave requests, monitoring absences and making recommendations to Council on salary reviews and terms
15. Establishing a suitable sub-committee to which to delegate confidential aspects of the above responsibilities in a framework which recognises the Chair's (or a nominated other person's) day-to-day management-type role e.g. in relation to permitting leave