

## 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 every other month, with additional meetings as and when required.
4. **Membership** The membership of the Committee will be no fewer than quorum plus one (i.e. five Councillors). Full Council will also appoint substitute members to this Committee. 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 event of the Chair and Deputy Chair's absence. A quorum will be a minimum of four elected members. The Mayor will have automatic membership and full voting rights. 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 wellbeing, 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 any recommendations on the staffing structure to the Finance and Governance Committee and Full Council, as appropriate.
3. Drafting, implementing, reviewing, monitoring and revising employment policies and making related recommendations to the Council. These policies are also considered by the Standing Orders and Policies Sub-Committee and the Finance and Governance Committee.
4. Establishing and reviewing the salary payscale reference points where relevant.
5. Overseeing the recruitment process of the Clerk and making recommendations on appointment, terms and contractual matters to the Council for all staffing, and exercising the delegation from Full Council to progress the recruitment of approved positions.
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) (the final decision regarding dismissal is a responsibility of Full Council).
9. Keeping under review staff working conditions and health and safety matters.
10. Monitor and address regular staff absence.
11. Manage, in conjunction with taking appropriate legal and medical advice, sustained staff absence which will include considering confidential records and making recommendations to Full Council for final decision.
12. Make recommendations on staffing-related expenditure to the Finance and Governance Committee.
13. Considering any appeal against a decision in respect of pay and terms and conditions.
14. Ensuring appropriate arrangements are established for hearing a grievance or disciplinary matter for the Clerk (and any staff appeals).
15. Supervising and performance managing the Clerk's work, administering their leave requests, managing absences and making recommendations to Council on salary reviews and terms (this is in practise delegated to the Mayor and Chair of the Personnel Committee).
16. Delegating confidential aspects of the above responsibilities to the Mayor and Chair of the Personnel Committee 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, subject to the Mayor, the Chair of the Personnel Committee and their respective Deputies receiving appropriate appraisals training if they have not already done so.
17. Appoint a panel of five to seven Councillors from amongst the whole Council to consider complaints which have been referred.