



Lowestoft Town Council

Terms of Reference for the Personnel Committee

1. Appointment

- 1.1. The Personnel Committee is appointed by and solely responsible to Lowestoft Town Council.

2. Duties

- 2.1. 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 term.

3. Meetings

- 3.1. Meetings are to be held on a monthly basis, with extraordinary meetings scheduled when needed.

4. Record of Proceedings

- 4.1. The Committee will meet monthly to fulfil the responsibilities below (see section 6).
- 4.2. 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.
- 4.3. The Clerk will be responsible for arranging the recording and distribution of the minutes.
- 4.4. The approved written minutes will be the official record of the meeting.

5. Membership

- 5.1. The membership of the Committee will be no fewer than quorum plus one (i.e. five Councillors).
- 5.2. Full Council will elect a Chair for the Committee at the Annual Meeting of the Council every May.
- 5.3. All members of the Committee are expected to represent the interest of the whole Council area.
- 5.4. Any elected member can preside by agreement in the Chair and Deputy Chair's absence.
- 5.5. A quorum will be four members of the Committee.
- 5.6. Substitutes may be appointed to ensure that meetings are quorate.
- 5.7. Members of the Committee will be required to complete the following training as per the Councillor Training Programme:
 - The Chair of the Committee shall complete relevant Chairpersons training
 - The Chair and Deputy Chair of the Committee must undertake training of the carrying out of performance reviews before the Clerk's annual performance review is due. This training must be undertaken annually and within three months of the Annual Meeting.
 - Members of the Committee must undertake training relating to employment law.

Adopted: May 2017

Last reviewed: May 2026

Next review date: May 2027



- All members shall complete Equality and Diversity training in the year of local council elections and two years thereafter, or on any changes in legislation and policy
 - All members shall complete Safeguarding training in the year of local council elections and two years thereafter, or on any changes in legislation and policy
 - All members shall complete Data Protection training on an annual basis
- 5.8. The Mayor and Deputy Mayor may attend meetings in an ex-officio capacity, if both are in attendance in this capacity then only one may have voting rights.
- 5.9. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed with the Public Forum.

6. Responsibilities

- 6.1. The Committee has delegated authority from the Council to fulfil the following responsibilities:
- 6.1.1. To consider and implement the objectives of the Town Council's Business Plan relevant to this Committee.
 - 6.1.2. Helping to 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.
 - 6.1.3. Reviewing and making any recommendations on the staffing structure to the Finance and Governance Committee and Full Council, as appropriate.
 - 6.1.4. Drafting, implementing, reviewing, monitoring and revising employment policies within the Employee Handbook and making related recommendations to the Council. Proposed amendments to policies are recommended to the Finance and Governance Committee for onward recommendation of adoption to Full Council. Supervising and performance managing the Clerk's work, administering their leave requests, managing absences and making recommendations to the Council on salary reviews and terms (this is in practice delegated to the Mayor and Chair of Personnel Committee).
 - 6.1.5. Overseeing key staffing issues, including:
 - Make recommendations on staffing-related expenditure to the Finance and Governance Committee.
 - 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.
 - Establishing and reviewing the salary payscale reference points where relevant.
 - Establishing and reviewing the performance management system (including annual appraisals) and the Training and Development policy for Councillors and staff.



- Oversee any process leading to dismissal of staff (including redundancy) with the final decision on dismissal being the responsibility of Full Council.
 - Monitoring and addressing regular staff absence.
 - 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.
 - Consider any appeal against a decision in respect of pay and terms and conditions.
 - Ensuring appropriate arrangements are established for hearing grievance or disciplinary matter for the Clerk (and any staff appeals).
- 6.1.6. Ensuring that suitable HR arrangements and insurances have been reviewed and established.
- 6.1.7. To review the full Risk Register, identify the risks relevant to the operations of this Committee (e.g. personnel risks), and regularly review these risks, making decisions or recommendations to Council as appropriate on measures to mitigate and manage such risks.
- 6.1.8. Keeping under review staff working conditions and health and safety matters.
- 6.1.9. 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.
- 6.1.10. Appoint a panel of three Councillors from amongst its members to consider complaints which have been referred, in line with the Council's Complaints Procedure.
- 6.1.11. Review its own remit and make recommendations to Full Council annually on its Terms of Reference.

7. Financial Delegations

- 7.1. Full Council has approved the following financial delegations to the Personnel Committee:
- Staff Training and CPD
- 7.2. The per-item expenditure limit is £2,500 and expenditure will not exceed the total amount of each budget delegated to this Committee.
- 7.3. A financial delegation was made to this Committee to authorise commissioning and associated costs of OH reports were required, in accordance with its responsibility to manager longer-term sickness absence.
- 7.4. The staff contingency budget is delegated to the Town Clerk and its expenditure is monitored by this Committee.
- 7.5. A standing item on the Committee's agenda will ensure expenditure is monitored.



8. Working Groups

- 8.1. The Committee may form temporary Working Groups to carry out a task-and-finish project in the event the Committee's workload does not permit enough time to consider the project during its standard meeting schedule.
- 8.2. This Committee has a responsibility to review and monitor the progress of its Working Groups.
- 8.3. Should the Working Group require an officer to attend its meetings to take notes, a business case must be submitted to the Town Clerk for consideration and approval.