



West Mersea
Town Council

Adopted: 24 November 2022
Next Review: 18 May 2023

TERMS OF REFERENCE Personnel Committee

Membership

1. The Council at its Annual Meeting shall elect a Chair for each year.
2. A minimum of 3 Councillors will serve on the committee.
3. A quorum of a minimum of 3 members must be present to hold a meeting.
4. The committee to report to full Council meeting as appropriate.
5. All meetings to be minuted and the minutes circulated to committee members before presentation to the full Council.
6. In the absence of the committee Chair at any meeting, the committee will agree one of those present to Chair.

Meeting frequency As required, with a minimum of 4 per year

Quorum 3

Expectations

The committee members will keep abreast of national and local development and legislation and are encouraged to attend training sessions and forums.

Delegated Powers

1. Ensure the Council's compliance with all legislative requirements relating to the employment of staff and matters relating to terms and conditions of employment.
2. Establish and keep under review the staffing structure in all matters and determine the level of staffing resources, in consultation with the Finance and Strategy Committee and the Council with reference to budgets.
3. Agree, implement, review, monitor and revise policies that relates to staff employment.
4. Consider and make recommendations in respect of terms and conditions of employment, grading, salaries and allowances for employees of the Council.
5. Oversee the recruitment and appointment of staff.
6. Oversee any process leading to the dismissal of staff (including redundancy).
7. Keep under review staff working conditions and health and safety matters.
8. Make recommendations on staffing related expenditure to the Finance and Strategy Committee or full Council.
9. Consider any appeal against a decision in respect of pay.
10. Consider a grievance or disciplinary matter.
11. Monitor and address regular or sustained staff absence.
12. Delegate day to day management of the staff to the Clerk of the Council.

13. To liaise with HR services and the Council's Health and Safety Consultants where appropriate to obtain advice, guidance and information.
14. Formulate a budget for expenditure and submit via the Finance and Strategy Committee to the Council for the forthcoming financial year at the appropriate meeting.
15. Be responsible for overseeing the Council's Health and Safety Policy in all areas the committee manages and controls.
16. Be responsible for the review of the Risk Assessments for all area the committee manages and controls.
17. Appoint 3 members to a subcommittee as and when required to form panels in line with personnel procedures (e.g. Grievance, Disciplinary).
18. To assess and monitor productivity levels within the Council and advise of ways of improving.

Terms of Reference for subcommittee/panel

- Consider grievance or disciplinary matters in accordance with the Council's grievance/disciplinary process relating to all staff.
- Meet as and when required
- Request other members of the full Council to join an appeals panel if required.

Budget

Councillors may spend up to allocated amounts listed below:

- i. A budget to be set and allocated by full council at start of financial year.
- ii. The committee must keep to the Cost Centre agreed annual budget and ensure no overspend should receipts fall. Expenditure may be increased provided approval is given by Full Council.
- iii. The committee Chairman must be present for each financial decision to ensure clarity.

Urgency Provision

- In the event that an urgent or immediate response is required to a matter within the terms of reference of the committee, the Town Clerk is AUTHORISED following consultation with the chairman or in their absence the Mayor/Deputy Mayor to take such action as is necessary to respond to the situation and to report back to the next available meeting.