Chard Town Council

Terms of Reference for

Personnel Sub Committee

Personnel Sub Committee
(reporting to Full Council)
Terms of Reference

The committee is a Sub Committee of the Full Council

Key
S.D : Scheme of Delegation
S.O : Standing orders of Chard Town Council
E.H : Employee Handbook

PURPOSE
To support the Town Clerk in the appointment and management of staff. The Clerk's duties and responsibilities to include staff conditions of service and to make recommendations to Full Council where necessary; to authorise dismissal of staff failing to satisfactorily complete a probation period (S.D 3 (ii) (d)); to manage the Town Clerk; to carry out the Town Clerk's performance appraisal (S.D e (ii) (a)); and to receive any employee grievance involving the Town Clerk (E.H 6.5).

AIMS
- To hold meetings with the Town Clerk to discuss any issues or concerns relating to personnel matters and to report back to the Full Council (S.D 3 (ii) (c))
- To support the Town Clerk in ensuring there is an efficient workplace and safe and supportive environment for all employees.

Membership
The Personnel Sub Committee will comprise of three members plus the Mayor. The members of the Sub Committee shall be elected at the Annual Meeting of the council every year in May (S.O 5 j ii) and these members should be either experienced in staff management or have sat on the Sub Committee previously.

At the Annual Meeting of the Council every year in May the Council shall elect two substitute members of the Personnel Sub Committee to replace the ordinary members at a meeting of the Sub Committee if the ordinary members of the Sub Committee confirm to the Proper Officer one day before the meeting that they are unable to attend (S.O 4 d v) and those members should also either be experiences in staff management or have sat on the Sub Committee previously.

The quorum of the sub-committee is no less than three members present.

The Chairman of the Sub Committee shall be elected at the Annual Meeting of the council every year in May.

The Sub Committee will meet with the Proper Officer monthly and the dates shall be included in the published schedule of meetings. Additional meetings may be arranged on one day's notice if required (S.O 4 d viii).

Due to the confidential nature of these meetings they will not be open to the public to attend (S.O 4 d v, S.O 19 d)but minutes of the meetings will be kept by the Proper Officer and agreed by the Personnel Sub Committee members and a report given to the subsequent Full Town Council meeting by the chairman of the Personnel Sub Committee.

Powers

The personnel subcommittee shall have the powers set out in the Scheme of Delegation 3 (ii) and the following powers:

- To authorise the Town Clerk's timesheet
- To authorise in advance the Town Clerk's annual leave and TOIL requests.
- To carry out the Town Clerk's performance appraisal and any review.
- To line manage the Town Clerk.

Duties

The Personnel Sub Committee shall have responsibility of ensuring the timely reporting by the Town Clerk to Full Council and to make recommendations for approval where appropriate on the following matters:

- To supervise and undertake all necessary activities in connection with the management of the Town Clerk including organising appraisals, training, motivation, discipline and management of salaries and conditions of employment in keeping with the policies of the Council.

- Appoint HR support where necessary

- To receive reports and recommendations from the Town Clerk with respect to the day to day management of Town Council Staff

- To keep the staffing structure under review

- To agree job descriptions and person specifications prepared by the Town Clerk.

- Oversee the recruitment and appointment of staff

- Ensure induction and probation of all new staff is carried out.

- To maintain the Employee Handbook and any other relevant policy documents pertaining to employees and undertake a review on an annual basis.

- To review new employment contracts and changes to contracts

- To monitor the training needs identified by managers for all staff members and that the Town Council appropriately invests in the future development of its officers and staff

- To review performance management assessments (including appraisals) for all staff and monitor outcomes

- To review salary, pay scales including discretionary elements of pay arising from the annual appraisal process.

- To keep under review staff working conditions and health and safety matters

- To receive reports from the Proper Officer regarding staff attendance and support the Proper Officer in addressing regular or sustained staff absence.

- To consider, and bring to a final conclusion any matters emanating from Grievance and Disciplinary procedures contained in the Employee's Handbook applicable to the Town Clerk`

- To consider with the Town Clerk, and staff concerned, any issue relating to staffing levels and re-grading, pay levels and staffing structures and make recommendations to Full Town Council.

- To annually review the Training Statement of Intent for Chard Town Council staff and councillors

- To resource appropriate staffing levels to deliver services

- The grading of staff and levels of remuneration, using as a guide the National Joint Committee Regulations (NJC Green Book) and the Terms and Conditions for Clerks in line with the Society of Local Council Clerks (SLCC) Model Arrangements

- Recruitment procedures, equal opportunity statements and guidelines on employment practice

- To determine the final stage of appeals with regard to Grievance and Disciplinary procedures and any arrangements required for exceptions

- Resolve complaints about conduct of Council affairs

Rules and Regulations
The Councillor's Code of Conduct will apply to all members of the committee
The conduct of the meeting (declaration of interests, debate, voting etc.) will be governed by the Council's Standing Orders.

Members of the sub-committee are encouraged to attend training courses as appropriate for personnel and HR.