



ST IVES TOWN COUNCIL

Town Clerk – Matthew Price

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TWINNED WITH STADTALLENDORF

TERMS OF REFERENCE – PERSONNEL COMMITTEE

TERMS OF REFERENCE

- 1.0 Membership shall comprise Councillors, one of whom is the Town Mayor.
- 2.0 Four Councillors shall constitute a quorum.
- 3.0 To deal with all matters relating to the establishment, recruitment, performance and appointment and terms and conditions of employment for all staff, save as provided within the Powers of the Full Council at paragraph 15.0 thereof.
- 4.0 To establish a programme of training for Councillors and employees such as will encourage professional advancement and effective decision making throughout the Council's activities and to ensure so far as possible adequate financial provision to secure these objectives.
- 5.0 To establish and regularly review personnel policies and procedures including any concerning staff performance.
- 6.0 To be responsible for the management of the role of Town Clerk and to establish a subcommittee of up to 3 members of Personnel Committee to undertake performance reviews and deal with probationary period reviews and resolution.
- 7.0 To monitor and ensure that each employee of the Council receives an annual performance review, which is to be reviewed every 3 months.
- 8.0 To ensure that all members of Personnel Committee, all managers, including the Town Clerk and each member of staff receive training in the format and process of performance reviews.
- 9.0. To determine and monitor appointment procedures.
- 10.0 To convene an Appeals Committee if and when required.
- 11.0 To authorise the attendance of members or officers at conferences or courses including the incurring of necessary expenditure.
- 12.0 To approve the payment of removal expenses in relation to the appointment of staff together with any 'lodging allowances' as may be deemed necessary.

13.0 To ensure that all Councillors on the Personnel Committee are aware of and understand their responsibilities in staffing matters.

DELEGATED POWERS

Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee (or Sub-Committee's) delegated powers. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDED", and will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee's minutes.

In any case where a committee (or Sub) Chairman and Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

POWERS SPECIFICALLY DELEGATED TO THE TOWN CLERK

1.0 Authorising expenditure on items where the Council, or the appropriate Committee under delegated powers, within a budget approved by the Council, has agreed the expenditure.

2.0 Investing monies held by the Council with a view to obtaining the best rates of interest, provided that the monies are invested through the Council's appointed bankers, the Post Office or a reputable building society.

3.0 The power to act as the Council's "Proper Officer" in all cases where any legislation requires the appointment of such an officer.

4.0 To act as the Responsible Officer for Health and Safety, and as the Council's Proper Officer in all cases where legislation so requires.

PUBLIC AND PRESS

Under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) "that as publicity would be prejudicial to the public interest by reason of the {Special} {Confidential} nature of the business about to be transacted at Agenda Item... Namely... (state nature of business e.g. 'Discuss Clerk's Contract'), it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw."

Exclusion of the public and press must be minuted but it does not have to be on the Agenda. The exclusion of public and press should be used prudently and the Council must be clear on the reasons for doing so. The press and public can be excluded for the following reasons:

1.0 To discuss terms of service, or to discuss the conduct and dismissal of a member of staff

2.0 Terms and proposals and counter proposals in negotiating contracts

3.0 Preparation in legal proceedings

4.0 The early stages of a dispute

5.0 The early stages of agreeing tender/quotation details

6.0 The approval of tender/quotation details

7.0 To discuss a matter of commercial sensitivity

Delegation of Power

1.0 To the Committee

1.1 Items included in paragraphs 3.0, 4.0, 5.0, and 6.0 above.

1.2 To annually review staffing levels and make recommendations to the Town Council.

1.3 To receive quarterly reports on staff performance reviews throughout the year.

1.4 To review and agree a matrix system showing which Councillors on the Town Council would be able to sit on staffing appeal panels should the need arise.

2.0 To the Chairman and Vice Chairman –

2.1 Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairman and the Vice Chairman of the Committee in conjunction with the Clerk at their discretion but must be submitted for approval or otherwise to the next meeting of that Committee.

2.2 All Councillors are free to attend Personnel Committee meetings with the proviso that the Chairman and Vice Chairman have the power to revoke this in relation to Part two items.

2.3 To make arrangements for dealing with annual leave requests and sickness absence notifications for the Town Clerk.

3.0 To the Town Clerk

3.1 To authorise expenditure for the attendance of Councillors or officers at conferences or courses including the incurring of necessary expenditure not exceeding £500 in any instance.

3.2 To ensure that all newly appointed staff completes an effective induction programme.

Responsible Officer	Town Clerk	Date effective from	14 September 2023	Review date	March 2026
Author	Councillor M Gleadow	Date last amended	n/a		