

### Personnel Committee and related Staffing Matters

Proposal to Town Council 20<sup>th</sup> February 2018

#### GENERAL

This proposal is to give effect to resolution for a Personnel Committee. It draws upon guidance contained in "The Local Council Clerk's Guide" (Paul Claydon), "Local Councils Explained" (NALC) and Shropshire HR.

#### DAY-TO-DAY MANAGEMENT OF THE CLERK

The Mayor should act as the normal point of day-to-day contact between the Clerk and Council or the Personnel Committee. The Mayor should meet with the Clerk on a regular basis to discuss meeting agendas and should monitor the Clerk's performance and ensure that Council decisions are applied. Notes of these meetings should be maintained by the Mayor and given to the Clerk and these will be used as part of the Clerk's annual appraisal. The Mayor should monitor the Clerk's leave and absences.

If the Clerk has a grievance or a disciplinary issue relating to the Clerk arises then this should first be brought to the Mayor who will convene and make referral to the Personnel Committee, unless it can be resolved informally.

#### PERSONNEL COMMITTEE

Purposes of Personnel Committee

This Committee is appointed to make decisions within its terms of Reference, about personnel matters, subject to budget and expenditure limits set by Council. It has delegated powers except for those items shown with an asterisk (\*) where it should be ratified by Council decision.

The Committee should consist of three Councillors, not including the Mayor. Councillors agreeing to serve must be prepared to undergo suitable training and should, under normal circumstances, be prepared to serve for the duration of the Council term. It shall not become active until training has been completed. The Committee will not have a regular programme of meetings but will meet as necessary when convened by the Mayor, the Clerk or its Chairman.

#### TERMS OF REFERENCE

1. To establish and keep under review the staffing structure in consultation with Council.
2. To draft, implement, monitor and review staff policies.
3. To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review. \*
4. To oversee the recruitment and appointment of staff within the agreed establishment.
5. To arrange execution of new employment contracts and changes to same.
6. To establish and review performance management (including annual staff appraisals) and staff training programmes.
7. To keep under review staff working conditions and health and safety matters.
8. To oversee any formal disciplinary matters including those leading to dismissal of staff (including redundancy). \*
9. To monitor and address regular or sustained staff absence.
10. To make recommendations to Council on staffing related expenditure.
11. To consider any appeal against a decision in respect of pay.
12. To consider a grievance or disciplinary matter. Any related appeal should be considered by Council.
13. To handle any grievance, disciplinary matter and pay disputes in respect of the Clerk.