



## **TORPOINT TOWN COUNCIL**

### **Committee Terms of Reference**

#### **PERSONNEL COMMITTEE 2024-2025**

**MEMBERS:** - Committee members shall be the Town Mayor and Deputy Town Mayor and the current Chairmen and Vice Chairmen of the Council's two Committees. Where the same Councillor may hold multiple positions or membership reduces below six, the Council will nominate additional members at the next Full Council meeting following the vacancy arising.

**CHAIRMAN:** - The Town Mayor will be the Chairman and the Deputy Town Mayor will be the Vice Chairman.

**VICE CHAIRMAN:** - In the absence of the Chairman, the Vice Chairman shall deputise.

**QUORUM:** - The quorum of this Committee shall be four members (Standing Order 5 (d) viii. refers).

**TERMS OF REFERENCE REVIEW:** - The Council shall review and determine the terms of reference at the annual meeting of the Council.

**MEETING FREQUENCY:** - Meetings will be held quarterly in June, September, December and March, unless otherwise called by the Chairman due to urgency.

#### **Specific Responsibilities –**

Under the direction, leadership and guidance of the Committee Chairman, shall be accountable and responsible for the following areas of Council activity:

- 1) Oversight and responsibility for the Council personnel matters.
- 2) Overall responsibility for the organisational design of the Council staffing structure.
- 3) All human resources and personnel matters relating to the Council's Management team also, at the request of the Town Clerk & RFO, other issues of a serious nature or with budgetary implications. This includes, but is not limited to:
  - Organisational structure and design
  - Job descriptions
  - Training including Health and Safety
  - Staff remuneration
  - Recruitment
  - Safeguarding
  - Grievances
  - Disciplinarys.
- 4) The business conducted by this Committee may require the public and press to be excluded (Public Bodies (Admission to Meetings) Act 1960 1(2)).
- 5) To review the Council personnel procedures and human resources with the Clerk & RFO including review of salaries and other emoluments payable to staff and make recommendations to Council.
- 6) To set and monitor the budgetary responsibilities for salaries and training.

- 7) To consult with the Clerk & RFO where appropriate, on areas that have been delegated to the Clerk & RFO within financial regulations, standing orders or any other policies and protocols approved by the Council that impact on this Committees term of reference.

**Committee Programme 2024/25**

**June 2024**

Review Committee Terms of Reference

To receive the quarterly staffing report from the Town Clerk

**September 2024**

Review staffing arrangements/organisational design (to include staff appraisals, CPD and remuneration)

To receive the quarterly staffing report from the Town Clerk

**December 2024**

To receive the quarterly staffing report from the Town Clerk

**March 2025**

To receive the quarterly staffing report from the Town Clerk

**Policies, protocols and procedures delegated to this Committee for consideration and to make recommendations to Council. All will be reviewed as part of a forthcoming overall review of Council policies, protocols and procedures.**

<b>POLICY, PROTOCOL OR PROCEDURE</b>	<b>DATE OF LAST REVIEW</b>	<b>DATE OF NEXT REVIEW</b>	<b>PERIOD TILL NEXT REVIEW</b>
Dignity at Work (Bullying and Harassment Policy)	January 2022	June 2024	Bi-Annually
Pay and Conditions Policy	June 2023	June 2024	Annually
Employee Handbook	October 2019	June 2024	Bi-Annually
Managing Sickness Absence Policy	September 2022	September 2024	Bi-Annually
Recruitment and Selection Policy	September 2022	September 2024	Bi-Annually
Employment Grievance Policy	September 2022	September 2024	Bi-Annually
Drugs and Alcohol Policy	March 2023	March 2025	Bi-Annually
Disability Employment Policy	June 2023	June 2025	Bi-Annually
Employer’s Pension Discretion Policy	June 2023	June 2025	Annually
Whistleblowing	June 2023	June 2025	Bi-Annually
Resolution Policy	September 2023	September 2025	Bi-Annually
Training, Learning and Development Policy	March 2024	March 2026	Bi-Annually

Date of Review – First Personnel Committee Meeting June 2024

Date of next Review – Annual Meeting May 2025