



NORTH TAWTON TOWN COUNCIL

14A The Square
North Tawton
EX20 2EP
Tel: 01837 880121

Personnel Committee Terms of Reference

This is a document that sets out North Tawton Town Councils approved and agreed practices. Any deviation must be by resolution of the full Council.

DOCUMENT NAME:	Personnel Committee Terms of Reference
Approved and Ratified date:	4/11/25
Minutes Reference:	189:25/26
Review date:	November '26
Version no:	2

Version	Point(s)	Description of Change	Date

THIS IS A CONTROLLED DOCUMENT

Whilst this document may be printed, the electronic version maintained on the North Tawton Town Council website is the controlled copy. Any printed copies of this document are not controlled.

Personnel Terms of Reference

1. Committee

The North Tawton Town Council Personnel Committee (hereafter referred to as 'the Committee') is constituted as a Standing Committee of North Tawton Town Council (NTTC).

2 Membership

- The Committee, a standing committee of the Council, shall comprise of three Councillors to be elected at the Annual Meeting of NTTC.
- A personnel Sub-committee of 3 members will be appointed at the annual meeting of NTTC, to consider appeals against complaints, and be called upon to stand in for absence of appointed members of the committee.
- The Chair of the Committee shall be elected at the Annual Meeting of NTTC.
- If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting.

3 Quorum

A quorum of the Committee shall be no less than three.

4 Voting, participation and attendance at meetings

Only appointed members of the Committee may vote and participate at a meeting. Non-member councillors and members of the public may attend meetings and may speak at meetings during public participation. Meetings dealing with confidential issues including issues related to specific employees will be held as Part II meetings (exclusion of the press and public)

5 Declaration of Interests

All Councillors must declare interests on agenda items in line with the Councillors Code of Conduct and/or Standing Orders.

6 Formal public Meetings

The Committee will formally meet on such occasions as required, to ensure that appropriate delegated decisions can be made in a timely manner, or to ensure that appropriate recommendations can be made to the Council.

7 Informal Meetings

The Committee will also meet once every 3 months to consider complaints in accordance with the Councils complaints policy, unless the complaint is in relation to an allegation of gross misconduct, in which case they will meet in accordance with the timescale in the complaints policy. Such meetings will not be open to the public.

8 Terms of Reference

The Committee will have delegated powers to deal with all personnel, employment, recruitment issues and concerns raised by or regarding councillors. Reports and recommendations shall be made to full Council if necessary. In cases of emergency that will not wait until the next full Council meeting, the Committee will have full powers to act on behalf of the Council.

9 The Committee has the authority to deal with the following:

- Line management of the Town clerk (to include appraisals; meetings from time to time to discuss workload and conditions to ensure the council is exercising a duty of care for its employees).
- To take all action necessary to advertise, select and interview candidates to make an appointment within budgetary constraints
- To consider and deal with grievance and disciplinary issues (employee related).
- To be responsible for the development and training of staff to ensure that they have capacity to do their job.
- To determine the staffing levels necessary to efficiently discharge the work required by the council and to review the workloads periodically and report any recommendations for change to full council.
- To determine the conditions of employment of the clerk and to review and update these as necessary to comply with the law and with good practice and to recommend such review and updates to full council for adoption.
- To ensure the Health and Safety of staff employed by providing appropriate, tools and equipment and to train staff as necessary to safeguard their health & safety at work.
- To discuss concerns raised by or about councillors by informal measures
- To undertake reviews of working practices and procedures of the Council with regard to individuals' performance and appointment matters and disciplinary matters pertaining to North Tawton Town Councillors and employees when so requested and to make recommendations to full Council.

10 The Personnel Committee shall not have authority to:

- Terminate a contract of employment, unless the situation which has arisen is a matter of urgency or serious enough that employment could not continue, such as a Health & Safety violation, serious or gross misconduct, etc. The normal procedure is for the Personnel Committee to take a recommendation to the full Council.
- To approve pay increments but does have the authority to discuss and make recommendations to full Council at precept or other suitable times.
- To create employment positions but can make recommendations to the full Council for a course of action or future plan.

11 Review of the Pay and Conditions of Service of existing employees

Pay and conditions of service of existing employees shall be reviewed annually by the Committee.

12 Annual Appraisals

The Committee will undertake an annual appraisal for the Town Clerk. The Personnel Committee will consider any issues raised.

13 Appeals

In the event of any staff appeals as to decisions made by the Personnel Committee, members of the Personnel Committee will not sit on any appeals panel. Membership of such a panel will be made up from the personnel sub-committee.

14 Procedures

The Chair of the Committee will be elected annually at the Annual Meeting of the Council.

15 Confidentiality

All members must preserve confidentiality of discussions held under Part II of any meeting and employee confidentiality at all times. This includes all correspondence.

16 Accountability

The Chair will be responsible for reporting recommendations/actions of the Personnel Committee to the full Council.

