



Policy & Finance Committee

Date: 30 July 2018

Title: Personnel Sub-Committee Terms of Reference

Purpose of the Report: To consider amending the Terms of Reference for the Personnel Sub-Committee to ensure they remain fit for purpose.

Contact Officer: Sarah Sandiford, Head of Democratic & Central Services

Corporate Objective/s	LLTC Three Year Plan – Aim 1: to consolidate processes and procedures, ensuring operational efficiency and a structure which will underpin future service delivery by the Town Council.	
Implications:		
Financial	X	
Human Resources	X	
Operational/Service delivery	√	To ensure Terms of Reference remain relevant and appropriate.
Procedural/Legal		
Risk/Health and Safety	X	

1. RECOMMENDATION/S

Should members be minded, the proposals are:

- 1.1 To consider proposed amendments to the Terms of Reference for the Personnel Sub-Committee as outlined at point 4.1.

2. BACKGROUND

- 2.1 The Personnel Sub-Committee was formed in September 2010 at the request of Councillors and following the publication of a guide “Being a Good Employer – a Guide for Town and Parish Councillors” by the Department for Environment, Food and Rural Affairs.

- 2.2 Terms of Reference were initially focussed on the management of the Town Clerk, recognising that the Clerk in turn had line management responsibility for all other Council employees.
- 2.3 Over time and following changes in the organisational structure, the Terms of Reference expanded to include matters relating to other senior members of staff as well as sickness monitoring, overview of structure and budget and initial review of new and revised staffing policies and procedures.
- 2.4 Current Terms of Reference are as outlined below:
1. Overview of staffing structure and staffing budget, ensuring that it is commensurate with objectives of the Council.
 2. Review staff sickness absence.
 3. Review staff training and identify and agree training needs for the Town Clerk and other senior members of staff.
 4. Ensure Council employees are working in a safe environment.
 5. Produce Code of Conduct for staff.
 6. Review policies and procedures affecting human resources.
 7. Review Job Description and Statement of Main Terms and Conditions of Town Clerk.
 8. Receive notification of the Town Clerk's annual leave and matters relating to overtime working and sickness.
 9. Informally hear any grievances raised by the Town Clerk.
 10. Informally advise the Town Clerk on any disciplinary matters.
 11. Succession plan for key staff who may wish to retire.
 12. Recruitment and/or termination of contract for the Town Clerk and other senior members of staff.

3. UPDATE

- 3.1 The "Being a Good Employer" guide is now published by the National Association of Local Councils, on behalf of the Improvement and Development Board. The guide continues to recommend the establishment of a specific committee for management relating to the Clerk as senior officer and for any matters not delegated to the Clerk (for example appeals).
- 3.2 As a result of organisational change and the establishment of a senior officer team to support the Town Clerk, it is no longer necessary for a committee to review some of the matters for which it was originally intended (for example, staff training).
- 3.3 At a recent meeting of the Personnel Sub-Committee, it was recognised that the requirement for the majority of decisions to be recommended to the Policy and Finance Committee for ratification caused delays which might not only prolong a difficult situation but also impact adversely on day to day operations and service delivery.

4. RECOMMENDATIONS

4.1 Mindful of the points raised above, it is suggested that the following amendments to existing Terms of Reference be given consideration:

1. Overview of staffing structure and staffing budget, ensuring that it is commensurate with objectives of the Council.
2. Review staff sickness absence **at least once per year.**
3. **Review staff training and identify and agree training needs for the Town Clerk and other senior members of staff. To form a panel comprising three Councillors to undertake the Town Clerk's annual performance appraisal, including target setting and identifying training needs.**
4. Ensure Council employees are working in a safe environment.
5. ~~Produce Code of Conduct for staff.~~
6. Review all new and revised policies and procedures affecting employees **and make recommendations to the Policy and Finance Committee.**
7. Review Job Description and Statement of Main Terms and Conditions of Town Clerk.
8. **Where appropriate, to consider matters relating to the Town Clerk's employment including training, overtime, annual leave and sickness absence. Receive notification of the Town Clerk's annual leave and matters relating to overtime working and sickness.**
9. Informally hear any grievances raised by the Town Clerk.
10. Informally advise the Town Clerk on any disciplinary matters.
11. **Support the Town Clerk in** succession planning for key **senior** staff ~~who may wish to retire.~~
12. Recruitment and/or termination of contract for the Town Clerk and other senior members of staff.
13. **To consider and where appropriate, approve proposed minor amendments in staffing structure, where proposed changes are within existing salary budgets and will not have any adverse impact upon existing employees.**
14. **To monitor and make decisions regarding contracts & service level agreements relating to employment matters, where these are within existing budgets.**

4.2 Consideration has been given to the question of further delegated authority to the Personnel Sub-Committee. However, whilst the need to refer to the parent committee may cause delay, it is considered that in order to safeguard the interests of individual employees and the Council as a corporate body, any matters which may affect the employment terms and conditions of the staff group as a whole or individual employees and which have financial, legal or operational implications should continue to be considered first by the Personnel Sub-Committee, with recommendations put forward to the Policy & Finance Committee. Matters affecting the Council as a whole (e.g. policy changes) or with significant financial, legal or operational implications (e.g. significant organisational change) should be determined by full Council.