



NORTH WALSHAM TOWN COUNCIL

Terms of Reference - Personnel

These ToR's were adopted by the Council at its meeting held on 24.4.18

Committee Election

All Councillors will be voted on the Committee at the Annual Council Meeting. In the event of more nominations than spaces an initialed paper ballot may take place. Committees may appoint Sub-Committees or working groups and determine their ToR's.

The Proper Officer writes/oversees the Agenda and Minutes (even if delegated to a Lead Officer). All members will be summoned to meetings. The Chairman and Vice Chairman of the Committee will normally be elected at the first meeting of the Committee following the Annual Council Meeting.

Any Committee vacancy occurring during the year will be filled by a Councillor being nominated at a Council meeting. In the event of multiple proposals an initialed paper ballot may take place. There will be no substitute members.

The Committee is approved to discharge the functions of the Council and has been given delegated powers to make certain decisions on the Council's behalf, these decisions cannot then be altered, unless by Standing Order 7. Only Councillors have the right to vote, non-Councillors do not.

Confidential matters are not open to non-Committee members or members of the public. All members of the Committee **MUST** respect confidential matters.

Membership

Members	6 Councillors
Quorate	4 Councillors
Public	No (confidential - staffing matters only)
Budget	£6K annually (staffing, salaries, training)
Meetings	Arranged as required. Agenda items to be agreed with the Chair or Vice Chair of Personnel Committee
Minutes	Draft minutes are approved by the Committee Chairman for presentation to Full Council and will be agreed by the Personnel Committee at their next meeting

Delegated Powers/Objectives

- Staff – Employ temporary staff for a period not to exceed either 3 months or 30 hours per week
- Contracts – Review, power to change by up to 5hrs per week in any one year
- Salaries – Pay rises between 1 and 4 scale points (recommend to Full Council)
- Appraisals – Staff appraisals for review – **Line Managers to do their own staff along with the Town Clerk. RFO and Head Groundsman done by Town Clerk and a member of Personnel and a member of Personnel and Town Mayor to do the Town Clerk Appraisal**
- Complaints – Deal with official complaints and recommend to Full council if required
- Grievance & Disciplinary matters – deal with complaints and recommend a course of action to full Council if required
- Interviews – Select members of the Personnel Committee to form a **panel for Line Managers. Other staff interviews done by Town Clerk and Line Manager**
- Personnel ToR's/Policies – Review employee policies (recommend to Full Council)

- Any other matters as delegated by the Full Council