



Preesall Town Council

Personnel Committee Terms of Reference

1. Committee

The Personnel Committee is constituted as a Standing Committee of Preesall Town Council.

2. Terms of reference

The terms of reference for the personnel committee are to be reviewed at the first meeting of the committee after the Annual Meeting of the full council or when necessary, to then be resolved by full council at the next available meeting. Appropriate recommendations are to be made to full council. In election year they are reviewed by full council at the Annual May Meeting.

3. Members

Up to five town councillors appointed annually at the Annual Meeting of the Town Council as voting members (the mayor to be excluded from being a member of the committee). The quorum of the Committee shall be three Members.

4. Chair and Deputy Chair

The Chair and Deputy Chair are to be elected annually by the Committee at their first Meeting.

5. Voting

Only those appointed may vote at a meeting. In the case of an equal vote the Chair of the Committee shall have a second or casting vote.

6. Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Town Council, then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. If a member who has declared an interest, then considers the interest to be prejudicial, they must withdraw from the room during consideration of the agenda item to which the interest relates

7. Meetings

The committee will meet as the workload requires and as a minimum – to report back on staff annual appraisals and review staff salaries in October/November.

8. Responsibilities and functions

8.1. Chair

8.1.1. will, with the mayor, provide a line-manager function for the Clerk, including responsibility for day-to-day matters, such as authorisation of holidays, TOIL and sick leave. *(reference standing orders 19 a)*

8.1.2. will review the clerk's workload and priorities quarterly.

8.1.3. will monitor and report on the clerk's activities that require extended working over and above contracted standard hours.

8.1.4. will report any concerns or issues regarding the clerk to the Personnel Committee.

8.1.5. will be responsible, with the mayor, for ensuring the clerk's appraisal is completed on time. *(reference standing orders 19.c)*

8.1.6 will be responsible for ensuring the clerk's line management functions regarding staff are carried out correctly and provide assistance if required.

8.2. Committee

8.2.1. The power to interview and appoint new staff (excluding the clerk) and to notify their appointment to the next full meeting of the council.

8.2.2. To recommend contractual salary increments within National pay scales to Preesall Town Council *(reference financial regulations 4.2).*

8.2.3. To inform Preesall Town Council of any nationally negotiated pay awards under contractual agreements. *(reference financial regulations 11.3).*

8.2.4. To agree modifications to terms and conditions of employment if and when required and within budget constraints.

8.2.5. To hear, consider and recommend for approval or otherwise any regrading applications.

8.2.6. To appoint 2 members from the personnel committee to hear and deal with any issues raised under the grievance policy, complaints policy and disciplinary procedures. *(reference standing orders 19e)*

8.2.7. To appoint 2 members from the personnel committee to be points of contact for the Lengths keeper, in the Clerk's absence.

8.2.8 To ensure the Council complies with all legislative requirements relating to the management of staff.

8.2.9 To periodically review all personnel policies and procedures, including Grievance and Disciplinary Procedures, and the Equality Policy.

8.2.10 To recommend to Council the termination of contract for the Clerk and staff.

9. Confidentiality

All Members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee. Minutes will only be made public in as much as they do not breach data protection regulations.

Document control			
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V0.1 draft	29 April 2019	Alison May	13 May 2019
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V1.3	9 May 2022	Alison May	May 2023
V1.3	15 May 2023	Alison May	May 2024
V1.4	30 May 2026	Debbie Smith	May 2027

Members appointed at the Annual meeting – May 2026

Cllr Rimmer, Cllr Orme, Cllr Tunstall, Cllr Shewan

Cllr Johnson requested to join the committee, after the May Annual Meeting.