



Adopted: 24 November 2022  
Reviewed: 2 July 2026

## **PERSONNEL COMMITTEE TERMS OF REFERENCE**

The Personnel Committee sits and functions under the delegated authority of the Town Council. Like the Full Council, it exercises its authority as a collective body. The Personnel Committee has the delegated authority to make decisions on behalf of the Full Council on matters within its areas of responsibility without the need for these decisions to be ratified by the Full Council. In other cases it makes recommendations to the Full Council. This does not affect the overall compliance with Financial Regulations where certain financial actions must be approved by Full Council

### **Terms of Reference**

These are to be reviewed annually by the committee and submitted to the Full Council.

### **Meetings**

Meetings shall be called by the Chair of the Committee as and when deemed necessary.

### **Membership**

Membership of the committee is to be 6 councillors (3 to actively deal with day-to-day matters and 3 to be called on if a dispute arises). Members will be decided and appointed annually in the Full Council's May Annual Town Council meeting, in accordance with the protocols laid down in the Standing Orders and Guide to Standing Orders.

### **Chair**

The Chair and Vice-Chair of the committee will be elected annually by the members of the committee at its first meeting after the Annual Meeting of the Council.

### **Quorum**

A quorum will be reached with a minimum of 3 Councillors.

### **Emergency Powers**

Generally staffing matters should be dealt with in committee meetings, however, in exceptional circumstances, if there is an emergency personnel or staffing issue, the Town Clerk shall take the initial action – informing the Chair and Vice-Chair as soon as possible. The matter or outcome is to go to the next regular meeting, or an extra meeting is to be called if the time before the next regular meeting would cause unnecessary delay. Examples of 'exceptional circumstances' may include a serious offence, gross misconduct or other major incident or accident. The Clerk may also accept an unexpected resignation but must report as above.

### **Responsibilities**

The Personnel Committee delegates the responsibility to the Town Clerk to provide day-to-day oversight, direction, guidance and support for the work of the council staff. The Town Clerk is also responsible for managing annual leave, approved lieu time and monitoring sickness. It is the responsibility of the Clerk to bring serious matters of concern to the Personnel Committee.

The Town Clerk should always seek external advice from the EALC and retained HR sources, as and when needed. Generally, the Town Clerk and the Chair of the Personnel Committee are the named officers to approach such external bodies. In matters connected with the Town Clerk's performance or management, the Personnel Committee will authorise their Chair to contact these bodies. If the Chair is not available, the committee will nominate a member. **All authorised contacts are kept informed of any communication with the HR provider.**

If any member of the staff is unhappy with the line management and feels they must bypass the normal structure, they may request a meeting with the Chair and Vice-Chair or in their absence two other members of the committee. The outcome is to be taken to the next committee meeting or an extra one called.

### **Delegated Powers**

The Personnel Committee has the delegated authority from West Mersea Town Council to oversee all matters relating to the employment of staff. In particular:

- To recommend to Council changes in staff structure and responsibilities as may be expedient for the effective and efficient operation of the Council's services.
- To determine and implement, on behalf of the Council the annual appraisal for the Clerk and to approve the appraisal of other employees and such other staff development functions as may be appropriate.
- To be responsible for staff conditions of employment, contracts and job descriptions.
- The appointment of staff.
- To recommend and agree the implementation of annual salary awards.
- Recommendations to the Full Council of ex-gratia payments, honoraria or exceptional payments.
- To recommend to Full Council any changes to staff grades.
- To deal with any staff disciplinary matters in accordance with council policy
- To deal with any staff grievances in accordance with the council policy
- Compliance with Health and Safety regulations.
- Continuous professional development of staff in consultation with the Town Clerk.
- To review job descriptions as necessary.
- Submission of items within the Personnel Committee remit to be included in the budget for the following financial year.

All powers shall be exercised in accordance **with any legislative requirements, Standing Orders, Financial Regulations, Minor Disputes Policies and other adopted HR policies.**

### **Training**

**All members of the Committee and Town Clerk to attend training where appropriate.**

### **Urgency Provision**

- In the event that an urgent or immediate response is required to a matter within the terms of reference of the committee, the Town Clerk is AUTHORISED following consultation with the Chair or in their absence the Vice Chair to take such action as is necessary to respond to the situation and to report back to the next available meeting.

This Committee has no authority to spend money, and all expenditure is to be referred to either the Finance Committee or the full Council.