



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

## **Personnel Committee - Terms of Reference**

**Composition:** Five (5) Elected members (Voting)

**Quorum:** Three (3) members

**Chairmanship:** Chairman and Vice-Chairman to be elected by the members of the committee on an annual basis.

**Meetings:** As and when required.

**Timing:** To be determined by the Chairman in conjunction with the Officers.

**Venue:** Callicroft House.

**Reports to:** Full Council on all staffing and policy related matters.

**Administration:** Town Clerk/Deputy Clerk/RFO.

**Term of Committee Appointment:** Annually, with the exception of resignations. In the event of a resignation, a secure handover must take place.

**Legal Status:** General Data Protection Regulations, Adopted Code of Conduct 2021, Adopted Standing Orders, Adopted Financial Regulations, Localism Act 2011, Local Government Act 2003 Local Government Act 1972, Public Bodies (Admissions to meetings) Act 1960, All Employment related legislation.

### Terms of Reference & Matters Delegated to the Committee.

#### 1. Proper Officer appointments

- The Proper Officer (Town Clerk) of the council are recruited, shortlisted and appointed by an Interview Panel from the Personnel Committee and the Chairman of the Council.
- A recommendation from the Personnel Committee will be submitted to Full Council to ratify the appointment of the Proper Officer.

#### 2. All other staff appointments

- All other staff will be recruited and shortlisted by The Clerk.

*Patchway is Twinned with Clermont l'Herault and Gauting.*



**Adopted: 21<sup>st</sup> May 2024**  
**Review: May 2025.**



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- The successful shortlisted applicants will be interviewed and appointed by an Interview Panel from the Personnel Committee and the Clerk.
3. Deal with staff disciplinary and grievance matters relating to the Proper Officers of the council and report to Full Council on the matters.
  4. Deal with all staff disciplinary and grievance appeals in accordance with the Council's Disciplinary and Grievance procedures.
  5. To oversee any process leading to dismissal of all staff (including redundancy)
  6. Review contracts, staffing policies and procedures and to recommend to Full Council for approval.
  7. Consider and implement any changes which are required to comply with Employment Law, Health & Safety Law and Terms and Conditions of Service as laid by the National Joint Council (NJC) and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).
  8. Town Clerk to draft job descriptions, person specifications, staff establishment (including promotion re-grading, redundancies and fixed term contracts) and to approve all contracts of employment for existing posts.
  9. Consider and recommend pay awards and payroll management.
  10. Review staff pension arrangements, usually by October.
  11. Review staff sickness on a monthly basis and manage long term sickness and incidents at work in the lines with the Council's Absence Management Policy.
  12. Work to determine the staffing levels necessary to efficiently discharge the work required by the Council, review the workloads periodically and to make any necessary recommendations in respect thereof to the Full Council.
  13. Review the policy for the use of Council equipment and any incidents that have occurred.
  14. Ensure that all staff have an annual appraisal, usually by October.
  15. Ensure that the Clerk has everything required for managing other staff.

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2



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16. Be aware of sources of expert advice on employment matters and to ensure that the Council uses such sources when there is any doubt about good employment practice.
17. Undertake training identified from time to time to support their role as the Council's Employment Committee
18. Manage any issues referred to the Committee by the Full Council.
19. Make recommendations to the Council on all matters identified as not included in an existing policy.
20. To review from time-to-time policy objectives within the committees Terms of Reference for consideration by Full Council.

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3



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