



"Stronger together"

Grantham Town Council Personnel Committee Terms of Reference

1 MEMBERSHIP

- The Committee to consist of up to 10 members
- To be elected annually at the Annual Meeting of the Town Council.
- The Chair and Vice Chair for this Committee to be elected annually by the Committee's members at its first meeting after the Grantham Town Council Annual Meeting and they shall hold office until the next Annual Meeting.
- The Chair and Vice Chair once elected, to determine how they would like to be identified.
- Co-option of outside persons as and when required.

2 AIMS

To develop and review strategy and policies in all matters relating to Human Resources and deal with staff issues as required.

3 MEETINGS

The Committee will hold at least 3 meetings per year, with dates being included in the Council's meeting calendar.

Additional/special meetings can be called as per Standing Orders.

4 QUORUM

Three members or one third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Personnel Committee.

5 GOVERNANCE

Minutes of meetings will be presented for information to the Council for noting and comment along with the minutes from other committees. The minutes will then be approved as a true record by the Personnel Committee at its next meeting.

6 ACCOUNTABILITY

Minutes of meetings will be documented and circulated and any salient points needing full Council ratification will have to be submitted by the Committee to the Council.

Each set of minutes will be approved as a true record at the following Committee meeting.

The Committee has been given delegated powers to deal with the following matters to conclusion:

- a) To advertise, shortlist, interview and make a recommendation to the full Council with regards to the post of the Town Clerk / Responsible Financial Officer (RFO) (where no changes to the position are proposed)

- b) Interviews for the role of Town Clerk / Responsible Financial Officer (RFO) will be undertaken by two members of the Personnel Committee and either the Chairman or Vice Chairman of Grantham Town Council.
- c) To advertise, interview and recruit staff where no changes to the position are proposed.
- d) Interviews for the role of any staff other than the role of Town Clerk / Responsible Financial Officer (RFO), will be undertaken by two members of the Personnel Committee plus the Town Clerk.
- e) To carry out the Town Clerk's annual appraisal and agree objectives.
- f) To consider and implement any changes required by the various Laws and Acts covering personnel.
- g) To agree and arrange training requirements for staff and Councillors within the agreed budget.
- h) To consider and conclude, any matters of grievance or discipline as outlined by the policies applicable to all members of staff employed by the Town Council. (The Committee may consider using an Appeal Panel).
- i) To review job descriptions, person specifications, (including promotion, re-grading, redundancies and fixed term contracts).
- j) To approve all contracts of employment (the above excludes the position of Town Clerk / Responsible Financial Officer (RFO); in these cases, the Committee will make recommendations to the Council).
- k) Where there are complaints concerning the Town Clerk, Council or Councillors, these should be referred to the Monitoring Officer at South Kesteven District Council. Guidance from Lincolnshire Association of Local Councils (LALC) should also be sought as and when required.
- l) To deal with any staff matters referred by the Town Clerk.
- m) To ensure that the Council complies with Health and Safety issues including the annual risk assessment procedure.
- n) To review and implement all employment policies in consultation with members of staff.
- o) To annually prepare a budget proposal in respect of salaries for all staff and training costs for staff and members, for submission to the Finance Committee.
- p) Any other personnel matters delegated by the Town Council.
- q) These Terms of Reference to be reviewed / agreed on an annual basis.

Date	Creation and updating	Committee	Adopted by Town Council	Review Date
21.06.24	Created			
10.07.24	Review	Personnel Committee		
18.10.24	Review and Adoption	Town Council	18.10.24	May/June 2025