TORPOINT TOWN COUNCIL

Committee Terms of Reference

PERSONNEL COMMITTEE 2026-2027

MEMBERS: - Committee members shall be the Town Mayor and Deputy Town Mayor and the current Chairmen and Vice Chairmen of the Council's two Committees. Where the same Councillor may hold multiple positions or membership reduces below six, the Council will nominate additional members at the next Full Council meeting following the vacancy arising.

CHAIRMAN: - The Town Mayor will be the Chairman and the Deputy Town Mayor will be the Vice Chairman.

VICE CHAIRMAN: - In the absence of the Chairman, the Vice Chairman shall deputise.

QUORUM: - The quorum of this Committee shall be four members (Standing Order 5 (d) viii. refers).

TERMS OF REFERENCE REVIEW: - The Council shall review and determine the terms of reference at the annual meeting of the Council.

MEETING FREQUENCY: - Meetings will be held quarterly in June, September, December and March, unless otherwise called by the Chairman due to urgency.

Specific Responsibilities –

Under the direction, leadership and guidance of the Committee Chairman, shall be accountable and responsible for the following areas of Council activity:

1) Oversight and responsibility for the Council personnel matters.
2) Overall responsibility for the organisational design of the Council staffing structure.
3) All human resources and personnel matters relating to the Council's Management team also, at the request of the Town Clerk & RFO, other issues of a serious nature or with budgetary implications. This includes, but is not limited to:
    - Organisational structure and design
    - Job descriptions
    - Training including Health and Safety
    - Staff remuneration
    - Recruitment
    - Safeguarding
    - Grievances
    - Disciplinaries.

4) The business conducted by this Committee may require the public and press to be excluded (Public Bodies (Admission to Meetings) Act 1960 1(2)).
5) To review the Council personnel procedures and human resources with the Clerk & RFO including review of salaries and other emoluments payable to staff and make recommendations to Council.
6) To set and monitor the budgetary responsibilities for salaries and training.

7) To consult with the Clerk & RFO where appropriate, on areas that have been delegated to the Clerk & RFO within financial regulations, standing orders or any other policies and protocols approved by the Council that impact on this Committees term of reference.

Committee Programme 2026/27

June 2026

Review Committee Terms of Reference

To receive the quarterly staffing report from the Town Clerk

September 2026

Review staffing arrangements/organisational design (to include staff appraisals, CPD and remuneration)

To receive the quarterly staffing report from the Town Clerk

December 2026

To receive the quarterly staffing report from the Town Clerk

March 2027

To receive the quarterly staffing report from the Town Clerk

Policies, protocols and procedures delegated to this Committee for consideration and to make recommendations to Council. All will be reviewed as part of a forthcoming overall review of Council policies, protocols and procedures.

POLICY, PROTOCOL OR PROCEDURE	DATE OF LAST REVIEW	DATE OF NEXT REVIEW	PERIOD TILL NEXT REVIEW
Employee Handbook	October 2019	June 2026	Biennially
Pay and Conditions Policy	June 2025	June 2026	Annually
Resolution Policy	September 2023	June 2026	Biennially
Training, Learning and Development Policy	March 2024	June 2026	Biennially
Dignity at Work (Bullying and Harassment Policy)	January 2024	June 2026	Biennially
Employer's Pension Discretion Policy	June 2025	June 2027	Biennially
Drugs and Alcohol Policy	June 2025	June 2027	Biennially
Whistleblowing	June 2025	June 2027	Biennially
Disability Employment Policy	June 2025	June 2027	Biennially
Recruitment and Selection Policy	September 2026	September 2028	Biennially
Employment Grievance Policy	September 2026	September 2028	Biennially
Managing Sickness Absence Policy	September 2026	September 2028	Biennially

Date of Review – First Personnel Committee Meeting June 2026

Date of next Review – Annual Meeting May 2027