



PENZANCE COUNCIL

PENZANCE COUNCIL – PERSONNEL COMMITTEE TERMS OF REFERENCE

Overview:

Composition:	Seven Members chosen for their experience and commitment
Chairship:	The Chair to be appointed at the Annual Council meeting. The Vice-Chair to be elected from the Committee Members at the first meeting in each Council year. The serving Mayor will not be eligible for either of these positions. ¹
Quorum:	At least one third of its membership
Meetings:	As and when required
Start Time:	4:00pm

Non-member Councillors receive copies of the agenda/summons only, not accompanying reports.

Responsibilities:

Personnel and Staffing

- To keep under review the staffing structure of Penzance Council and make recommendations as appropriate.
- To monitor the absence and TOIL records of all staff (to be reported at each Personnel Committee meeting) which will influence the review of staff work/life balance, working conditions and wellbeing.
- To review any potential changes to staff contracts of employment and terms and conditions and to make recommendations to the Finance and General Purposes Committee where appropriate.
- To review changes to the Council's employment policies and procedures in line with changes to legislation and make recommendations to the Finance and General Purposes Committee where appropriate.
- To make recommendations on personnel-related expenditure to the Finance and General Purposes Committee.

Recruitment (refer to Recruitment & Selection Policy)

Performance

¹ In accordance with Town Council resolution 21(k) of 21 May 2018

- To establish a Panel consisting of the Chair of the Personnel Committee or, in his/her absence, the Vice-Chair, and the Town Mayor, or in his/her absence, the Deputy Town Mayor, to conduct the probationary period and personal development review(s) of the Town Clerk (Proper Officer). The probationary and performance development review(s) to be reported in writing and subject to approval by resolution of the Personnel Committee.
- To monitor staff training programmes.

Complaints (refer also to the Council's Complaints, Grievance & Disciplinary Procedures)

- To receive and consider any complaints made under the Council's Complaints Procedure, where the complainant is dissatisfied with the response received from the Town Clerk.
- To investigate and, where appropriate, hear complaints made in respect of the Town Clerk under the Council's Grievance and Disciplinary Procedures and take whatever action necessary.

These Terms of Reference form part of the Standing Orders for Penzance Council and can be found in full on our website: www.penzance-tc.gov.uk/standing-orders/