



GARSTANG TOWN COUNCIL PERSONNEL COMMITTEE

TERMS OF REFERENCE

Version Number	Purpose/Change	Author	Date
1.0 Final Version	006(2018-19) Approved by Personnel Committee	E Parry, Town Clerk	28/11/2018
1.0 Final Version	200(2018 – 19) Ratified by Full Council	E Parry, Town Clerk	18/3/2019

Terms of Reference

1. The Chairman will be appointed at the first Personnel Committee meeting, after the Annual meeting of the Council, and will hold office for a maximum term of 4 years, but requires re-election annually.
2. The Committee will comprise 6 members
3. The Quorum of the Committee will be 3 members

4. Responsibilities and Functions

4.1. Chairman

- 4.1.1. will sign off timesheets at least monthly
- 4.1.2. will review workload and priorities monthly
- 4.1.3. will monitor and report on activities that require extended working over and above contracted standard hours
- 4.1.4. will report any concerns or issues to the Personnel Committee
- 4.1.5. will be responsible, with the Mayor, for ensuring Appraisals are completed on time
- 4.1.6. will be responsible, with the Mayor, for approving holiday requests and TOIL

4.2. Committee

- 4.2.1. Power to appoint new staff
- 4.2.2. To recommend contractual salary increments within National pay scales to GTC in March
- 4.2.3. To inform GTC of any nationally negotiated pay awards under contractual agreements
- 4.2.4. To agree modifications to Terms and Conditions of employment if and when required and within budget constraints
- 4.2.5. To hear, consider and recommend for approval or otherwise any re-grading applications
- 4.2.6. To appoint 2 members to hear and deal with any issues raised under the grievance policy, complaints policy and disciplinary procedures
- 4.2.7. To appoint 2 members to provide oversight of the Town Crier's role and duties, including review and agreement of Terms and Conditions
- 4.2.8. To appoint 2 members to review all GTC resolutions for impact on Standing Orders, Financial Regulations and Code of Conduct to ensure that any required amendments are tabled for approval by GTC
- 4.2.9. To appoint 2 members to be points of contact for the Lengthsman, in the Clerk's absence

5. Meetings

Late October/early November 2018 to report back on staff annual appraisals, review employment policies and staff salaries

May 2019 – to report back on staff annual appraisals.

November 2019 - to report back on staff half year appraisals
(As per Full Council minute 086(2018-19), 15/10/2018)