Personnel Committee: Terms of Reference

Adopted at the 27 July 2022 meeting of Eastleigh Town Council.

First amended at the 17 May 2023 meeting of Eastleigh Town Council.

This version amended at the 22 May 2024 meeting of Eastleigh Town Council.

Amends:

- Clause 2, increase in membership
- 9d to add, “except the Clerk”

Version	Owner	Date Approved	Minute Ref	Action?	Website Updated	Next Review
V1-2022-23	Town Council	27th July 2022	39/22			
V2-2023-24	Town Council	17th May 2023	011/23			
V3-2025-26	Town Council	22nd May 2025	8/24/1			

1. The Personnel Committee is constituted as a Standing Committee of Eastleigh Town Council.
2. The Committee composition shall be a minimum of three and no more than 6 Councillors as voting members with not less than three members of the Personnel Committee constituting a quorum.
3. The Membership, Chair and Vice-Chair of the Personnel Committee shall be elected at the Annual Council Meeting in May of each year.
4. The Committee shall meet only as required to fulfil its responsibilities and not less than once per year.
5. The Personnel Committee shall be administered and managed in accordance with these Terms of Reference.
6. The primary purpose of the Committee is to exercise on behalf of the Council all its powers, duties and functions regarding the matters listed in paragraph 7 below. In exercising this function, the Committee shall:
   a be bound by all relevant policies adopted by the Council and subject to the Council’s budget and system of budgetary controls;
7. The matters within the Committee’s remit are the following:
   a The engagement of new employees (whether by recruitment, by transfer from another employer, or by any other means), except in the case of the Town Clerk.
   b Overseeing the process of recruiting and settling the terms of employment for the Town Clerk, under the direction and final decision of Council.

c The handling of grievances raised by members of staff at all stages (other than those grievances or stages of grievances being handled by the Clerk in accordance with the Council's Scheme of Delegation) except where the grievance concerns the conduct of the Personnel Committee or its members, where such cases will be heard by the Appeals Committee.

d The handling of procedures relating to the management of staff absence, capability, performance or discipline at all stages (other than those procedures or stages of matters being handled by the Clerk or other manager in accordance with the Council's Scheme of Delegation).

e Overview and review of the Council's Staff Handbook and all Council policies relating to human resources management (including any policy relating to pay and contributions to pension provision).

f The handling of any claims against the Council by any current or former employee or by any applicant for employment with the Council.

g The annual review of the Town Clerk's performance (in such manner as it sees fit) and the making of recommendations to the Policy & Finance Committee with regard to the Town Clerk's pay.

8. The handling of complaints against Councillors (especially allegations of breach of the Council's Code of Conduct) shall NOT lie within the Committee's remit.

Delegated Powers

9. The following powers are delegated to the Committee to be exercisable within the overall policies and approved budgets of the Council, the requirement to keep separate investigations in discipline and grievance and appeals processes and any contractual rights and obligations of the Council and of its staff and delegated authority of the Proper Officer but otherwise at its discretion:

a To approve the engagement of new employees of the Council and settle the terms of such engagement (including advertising arrangements, recruitment processes and the settling of job descriptions, person specifications and contractual terms), but only under the direction and approval of Council in the case of the Town Clerk.

b To approve the variation of the terms on which any Council employee is employed (including changes to job titles, job descriptions and relevant grades and pay scales).

c To approve the terms of settlement of any grievance, disciplinary or other process relating to an employment relationship involving the Council.

d To dismiss any employee of the Council, except the Clerk.

e To authorise the commitment or expenditure of Council funds where required for the proper performance of any duty or function falling within its Terms of Reference as set out above.

f To authorise (prospectively or retrospectively) actions by or issue directions to act to the Town Clerk where required for the proper performance of any duty or function falling within its Terms of Reference as set out above.

g To seek external legal or other advice or support on any matter falling within its Terms of Reference as set out above.