

Terms of Reference STC Committees and Sub Committees

RESPONSIBLE COMMITTEE: P&F

This is a policy/procedure document of Saltash Town Council to be followed by both Town Council Members and Employees.

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Terms of reference also available under each committee heading on website

Introduction

Saltash Town Council has appointed a number of Committees to undertake work for and on behalf of the Town Council. The specific responsibilities of each Committee are confirmed by Terms of Reference.

This policy sets out the Terms of Reference of each Committee of the Town Council and confirms the following:

- Membership and number of seats
- Role of the Chairman of the Town Council and Deputy Chairman of the Town Council
- Frequency of meetings
- Remit of the Committee and reporting structure
- Delegated Authority

In the absence of any policy, a Committee of the Town Council will abide by the criteria established for Full Town Council as prescribed by the Town Council's Standing Orders.

These terms of reference apply to Committees and Sub Committees.

Saltash Town Council has the General Power of Competence as a power of first resort. Where the Town Council becomes ineligible, it will refer to the Powers quoted in these Terms of Reference for the conduct of its business.

General

General Terms of Reference Applicable to all Committees, Sub Committees and Joint Burial Board:

The Terms of Reference of all Committees, Sub Committees and Joint Burial Board are subject to the following principles:

1. That powers be exercised in accordance with any policy adopted or directions given by the Town Council.
2. That powers be subject to the Town Council's Standing Orders and Financial Regulations.
3. That any unresolved differences between Committees shall be referred to Full Town Council for determination.
4. That any proposal which involves any change in the existing policies already approved by the Town Council shall be submitted to the Town Council for approval.
5. Day to day management of Town Council matters rests with the Town Clerk.
6. Urgent/emergency matters may be dealt with as they arise by the Town Clerk in consultation with the Chairman of Committee (or in his/her absence the Vice Chairman) and Chairman of the Town Council and reported to the next appropriate Committee or full Town Council meeting, whichever is first.
7. Committees and Sub Committees will bring to the attention of Town Council any matters being pursued by other local authority/statutory/voluntary or other bodies which have a beneficial or detrimental effect on the area of Saltash.
8. Guest speakers should normally be limited to one per meeting with the permission of the Town Council and shall not exceed 10 minutes unless directed by the Chairman of the meeting in accordance with Standing Orders.
9. Public participation:
 - 9.1. There will be, during each Committee meeting, a quarter of an hour public session with members of the public being able to speak and ask questions

concerning the business of the Committee in accordance with the Standing Orders.

9.2. The period of time designated for public participation at a meeting in accordance with standing order 3.7 shall not exceed 15 minutes unless directed by the Chairman of the meeting.

9.3. Subject to Standing Order 3.8 above, a member of the public shall not speak for more than 3 minutes.

10. Committees will receive and approve their own minutes.
11. Committees will monitor/respond with critical appraisals to minutes, reports, documentation which from time to time are received from Cornwall Council or other bodies which have been brought to the Town Council's attention by the Town Clerk/individual Town Councillors or member of the public which may have an adverse or beneficial effect on the area of Saltash.
12. From time to time a Committee may appoint up to two (2) members of the public to serve on a Town Council Committee or Sub Committee as non-voting members. Appointed members will be required to abide by the Town Council's Code of Conduct.
13. All members of the Personnel and Planning and Licensing Committee will attend training relevant to the work of the Committee as identified and provided by the Town Council.

Delegation of Authority to Sub Committees:

Where a function within the Terms of Reference of a Committee has been further delegated to a Sub Committee that Sub Committee will report its findings and any recommendations back to the appropriate Committee or direct to the Town Council, as per the remit.

Burial Authority Committee

Composition:	Six members
Chairmanship:	Chairman and Vice Chairman to be elected from the members of the Committee at the first meeting in each Council Year.
Quorum:	Four members
Meetings:	Six-Monthly
Timing:	6:30p.m.
Venue:	Guildhall
Reports to:	Full Town Council
Remit:	Management and operation of Churchtown Cemetery and to work within the individual delegated authority budget.

Terms of Reference and Matters Delegated to the Committee:

1. The provision and management of a burial and cremated remains service.
2. The improvement, maintenance and management of the grounds in Churchtown Cemetery.
3. To consider such matters as may be delegated by the Town Council from time to time.
4. Reviewing the level of fees and charges of the Committee's functions and making appropriate recommendations to the P and F Committee.
5. To consider and submit to the P and F Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year and five year forecast.
6. Authorization of expenditure within the Committee budget, provided that the payment is made from a budget that is within the limits of the scheme of delegation or previously approved by the Town Council. The Committee cannot commit or spend from future budgets not confirmed or from future years.

7. The virement of funds within the Committee total budget must be authorized by the P and F Committee.
8. All aspects of Health and Safety that fall within the remit of the Committee.
9. Making recommendations to the Town Council on all matters not within existing policy.
10. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility.

Matters not delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: 03.2024

Planning and Licensing Committee

Composition:	Sixteen members
Chairmanship:	Chairman and Vice Chairman to be elected from the members of the Committee at the first meeting in each Council Year.
Training:	All members of the Committee are to undertake Planning training within 6 months of their appointment subject to course availability
Quorum:	Six members
Meetings:	Every Third Tuesday of the month
Timing:	6:30 p.m.
Venue:	Guildhall
Reporting WP:	Saltash Neighbourhood Plan
Reports to:	Town Council
Remit:	To consider and make responses on behalf of Saltash Town Council for all Planning and Licensing related matters.

Terms of Reference and Matters Delegated to the Committee:

1. Full delegated authority to make responses on behalf of Saltash Town Council to all applications for licensing or development in and outside the Saltash Town Council area (including Listed Building, Conservation Area consents, consent for advertisement displays etc.) received from Cornwall Council.
2. To consider any request for pre-application discussions with any developer and make a response on behalf of the Town Council in accordance with the Town and Parish Town Councils in Cornwall Guiding Principles for Pre-Application discussions.
3. To review the Town Council planning policy and procedure and make recommendations to Town Council to ensure that the Town Council is able to meet any additional requirements of the planning process.

4. To respond to consultation documents regarding tree preservation and other matters regarding general land development.
5. To consider all appeals against planning refusal by Cornwall Council within Saltash Town Council area and to submit comments to the Planning Inspectorate.
6. To consider any proposals for new and reviews of the Core Strategy and any other consultation documents of a planning nature and to make resolutions to the Town Council.
7. During Planning Committee meetings members of the public who have registered to do so may speak at the discretion of the Chairman and with the approval of members of the Planning Committee.
8. The period of time designated for public participation at a meeting in accordance with standing order 3.4 shall not exceed 15 minutes unless directed by the Chairman of the meeting.
9. Consultation with other relevant bodies with similar interests, including other Local Town Councils and Cornwall Council.

Matters not Delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy including neighbourhood planning.

Terms of Reference last updated: 03.2024

Policy and Finance Committee

Composition:	Sixteen members
Chairmanship:	Chairman and Vice Chairman to be elected from the members of the Committee at the first meeting in each Council Year.
Quorum:	Six members
Meetings:	Bi-Monthly
Timing:	6:30 p.m.
Venue:	Guildhall
Reports to:	Full Town Council
Remit:	Policy Administration and Finances of the Town Council and to work within the individual delegated authority budget.

Terms of Reference and Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Town Council from time to time.
2. To review, from time to time, policy objectives within the Committee's Terms of Reference for consideration by the Town Council.
3. To prepare annual estimates and update a 5-year forecast of income and expenditure of the Town Council on continuing services and of payments on capital account for the next financial year and to make a recommendation to the Town Council as to the precept in time for its annual budget meeting each year.
4. To regulate and control the finance of the Town Council and to have charge of the financial and accounting arrangements of the Town Council.
5. To consider matters arising from the report of the internal and external auditors and where considered necessary make changes to the Town Council's system of controls.
6. To receive and approve schedules of payments.
7. To agree virements between approved budget headings.

8. To make recommendations to the Town Council on the use of financial reserves.
9. To make recommendations to the Town Council on capital expenditure not already provided for in Town Council's estimates of expenditure for the current financial year.
10. To consider grants to local organisations in accordance with the Town Council's adopted grants policy.
11. To undertake annually the risk assessment in relation to the Town Council's insurance cover.
12. To insure against such risks as the Committee deems necessary to cover.
13. To make resolutions to the Town Council regarding the promotion and expenditure on tourism.
14. To make resolutions to the Town Council regarding the Crime and Disorder Act 1998, following consultation with the appropriate bodies.
15. To make resolutions to the Town Council regarding town twinning.
16. To make resolutions to the Town Council regarding the prosecution or defence of any legal proceedings.
17. To make resolutions to the Town Council for the use of powers to acquire by agreement, to appropriate, to dispose of land.
18. To make resolutions to the Town Council for the use of its powers to promote a lottery.
19. To make resolutions to the Town Council for the use of its powers to accept gifts, including land.
20. To make resolutions to the Town Council regarding the future provision of civic regalia.
21. To agree the use by any other organisation of the Town Seals or Modern Logo.
22. To review the Standing Orders and Financial Regulations on a regular basis and make recommendations to the Town Council.

23. To make recommendations to the Town Council regarding the review of existing policy matters.
24. The delegated power to keep all procedures under active review.
25. The delegated power to maintain the Town Council's eligibility for General Power of Competence.
26. The delegated power to exercise the Town Council's powers to direct as to the custody of parish property and documents.
27. Authorisation of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Town Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the P and F Committee's total budget must be authorised by the Town Council.
28. The negotiation of tenders which do not fall within the Terms of Reference of any other Committee and the acceptance of tenders and supervision of contracted projects (provided expenditure is within the budgetary provision) with the practical implementation of the contract devolved to the appropriate Committee.
29. All aspects of Health and Safety that fall within the remit of the Committee.
30. Making recommendations to the Town Council on all matters not within existing policy.
31. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility.
32. Monitoring the physical environment within the Town Council's area and carrying out improvements within budgetary provision. To recommend to the Town Council any matters outside this budgetary provision.
33. The consideration of recommendations of sub- Committees, working groups etc. under the control of the P and F Committee.

34. Consultation with other relevant bodies with similar interests, including other Town Council Committees and Sub Committees, and consideration of their recommendations.
35. Matters not already delegated to the Town Clerk which relate to the Town Council newsletter, websites, webcam, publicity and press and social media releases.
36. To consider such other matters of a general nature not clearly falling within the Terms of Reference of any other Committee referred either by the Town Council or the Town Clerk.
37. To draft, negotiate with the lessee/licensee terms and conditions of leases/licenses for all Town Council property and land and submit resolution to Town Council.
38. To consider the renewal of leasing/licensing agreements and make proper resolution to Town Council if it is not felt appropriate to continue such an agreement.
39. To maintain the register of all Town Council property and ensure and maintain its registered title at the Land Registry.

Matters not Delegated to the Committee:

1. The consideration of new and reviews of consultation and policy documents of other bodies and any other consultation documents.
2. Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: 03.2024

Services Committee

Composition:	Sixteen members
Chairmanship:	Chairman and Vice Chairman to be elected from the members of the Committee at the first meeting in each Council Year.
Quorum:	Six members
Meetings:	Bi-monthly
Timing:	6:30 p.m.
Venue:	Guildhall
Reports to:	Full Town Council
Remit:	The provision, maintenance, management, marketing and service function of all Town Council property, buildings, land and structures and to work within the individual delegated authority budget: • Property • Allotments • Open Spaces • Cemetery • Waterfront • Structures • Footpaths • Grounds Maintenance • Public Toilets • Christmas Lights

Terms of Reference and Matters Delegated to the Committee:

1. To consider such matters as may be delegated by the Town Council from time to time.
2. To consider and submit to the P and F Committee for the annual budget estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year and 5-year forecast plan.
3. Authorization of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Town Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the Committees total budget must be authorised by the P and F Committee.
4. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the Committee.
5. All aspects of Health and Safety that fall within the remit of the Committee.
6. Making recommendations to the Town Council on all matters not within existing policy.
7. Monitoring the physical environment and property within the Town Council's area and carrying out improvements within budgetary provision. To recommend to the Town Council any matters outside this budgetary provision.
8. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility.
9. The consideration of recommendations of Sub Committees, working groups etc. under the control of the Committee.
10. Consultation with other relevant bodies with similar interests, including other Town Council Committees and Sub Committees, and consideration of their recommendations.
11. The implementation of agency agreements for the delegation of services from Cornwall Council which fall within the remit of the Committee and have been negotiated and agreed by Full Town Council.

12. To consider such matters as may be delegated by the Town Council from time to time.
13. To consider the securing and security of all Town Council property and land and make resolutions to the Town Council.
14. To maintain the exterior and structural fabric of all Town Council buildings/structures.
15. To review the level of fees and charges of the Committee's functions and making appropriate recommendations to the P and F Committee.
16. To consider and submit to the P and F Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year and five-year forecast.
17. Authorization of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits previously approved by the Town Council. The Committee cannot commit or spend from future budgets not confirmed or from future years. The virement of funds within the Committee's total budget must be authorised by the P and F Committee.
18. Acceptance of tenders and supervision of contracted projects – provided expenditure is within the budgetary provision and is for areas within the scope of the Committee.
19. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility.
20. Consultation with other relevant bodies with similar interests, including other Local Town Councils and Cornwall Council.

Matters not Delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: 03.2024

Library Sub Committee

Composition:	Eight members
Chairmanship:	Chairman and Vice Chairman to be elected from the members of the Sub Committee at the first meeting in each Council Year.
Quorum:	Four
Meetings:	As required
Timing:	TBA
Venue:	Guildhall
Reports to:	Services Committee
Remit:	Library premises and delivery of service as listed below.

Terms of Reference and Matters Delegated to the Committee:

Finance delegated authority:

Expenditure up to £20,000 on any separate occasion within the budget.

1. To oversee the management and maintenance of the library premises working within budget.
2. To oversee the transformation programme of the library premises and services.
3. To act as liaison with Cornwall Council library service.
4. To monitor performance of the library service provided by the Town Council.
5. To undertake public consultations where required making appropriate recommendations to services.
6. To receive and consider tenders for works to the library premises making appropriate recommendations to Full Town Council.
7. To work with the appointed Building Surveyor to Project Manage and carry out Construction (Design and Management) Regulations (CDM) works on behalf of the Town Council making appropriate recommendations to Full Town Council.

8. To approve applications to the Public Works Loan Board (PWLB) for works to the library premises making appropriate recommendations to Full Town Council.

Matters not delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: 03.2024

Joint Burial Board Committee

Composition:	Membership as established by separate constitution: The Chairman of the Town Council, Deputy Chairman of the Town Council and two elected Members. The Incumbent or Priest in charge of the Parish St Stephen-by-Saltash. Two Churchwardens of the Parish of St Stephen-by-Saltash. Undertakers regularly using the Churchyard are entitled to appoint a representative to represent their views but not entitled to vote. The Town Clerk will be Secretary to the Board.
Chairmanship:	The Incumbent or Priest in charge of the Parish of St Stephen-by-Saltash will be the ex-officio Chairman (entitled to vote but without a casting vote). The Chairman of the Town Council will be Deputy Chairman.
Non-members:	Any member of the Town Council is able to attend and may participate at the discretion of the Chairman but may be asked to leave if the press and public are excluded.
Quorum:	Any 3 members for non-financial matters, 3 STC members for financial matters.
Meetings:	Quarterly
Timing:	6:00 p.m.
Venue:	Guildhall
Reports to:	Full Town Council
Remit:	Maintenance and operation of St Stephen's Cemetery and to work within the individual delegated authority budget.

Terms of Reference and Matters Delegated to the Committee:

1. The improvement, maintenance and management of the open section of cemetery grounds in St Stephen's Cemetery.
2. To consider such matters as may be delegated by the Town Council from time to time.
3. Reviewing the level of fees and charges of the Committee's functions and making appropriate recommendations to the P and F Committee.
4. To consider and submit to the P and F Committee annual estimates of income and expenditure on continuing services and capital expenditure for the forthcoming year and 5-year forecast.
5. Authorisation of expenditure within the Committee's budget, provided that the payment is made from a budget that is within the limits of the scheme of delegation or previously approved by the Town Council. The committee cannot commit or spend from future budgets not confirmed or from future years.
6. The virement of funds within the Committee's total budget must be authorised by the P and F Committee.
7. All aspects of Health and Safety that fall within the remit of the Committee.
8. Making recommendations to the Town Council on all matters not within existing policy.
9. Preparation and review of a plan for future requirements within the scope of the Committee regardless of feasibility.

Matters not delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: 03.2024

Personnel Committee

Introduction

Saltash Town Council appoints Committees to carry out specific duties on its behalf. All Committees must comply with the Council's Standing Orders and Financial Regulations, Scheme of Delegation, and any relevant statutory requirements

This document sets out the remit, powers, and procedures for the Personnel Committee.

Committee Overview

Remit:

To oversee matters relating to the employment, welfare, development and performance of Council staff, including recruitment, employment policies, appraisals, sickness absence, annual leave, training and development, dignity at work, health and safety compliance, and general staff wellbeing.

The Committee shall work within its delegated authority and approved budget. Day-to-day line management of staff remains the responsibility of the Town Clerk (assisted by HR Consultants as required), except where a matter relates directly to the Clerk or where Council policy provides otherwise.

Urgent/emergency issues may be dealt with as they arise by the Town Clerk in consultation with the Chair of the Committee.

Councillors appointed to the Personnel Committee must be willing to undertake appropriate employment law, equality, data protection, dignity at work, disciplinary/grievance and appraisal training as soon as practicable, and before sitting on any formal staffing panel.

Councillors appointed to the Personnel Committee must have completed Code of Conduct training in accordance with the Monitoring Officer's requirements and the provisions set out in the Code of Conduct.

The Personnel Committee recognises the importance of maintaining high standards of governance and conduct. Any Councillor serving on the Committee who fails to comply with this requirement or ceases to remain compliant with these Terms of Reference may be required to step down from the Committee with immediate effect.

The Council recognises that stable membership of the Committee is desirable. Membership should therefore be regarded as a continuing commitment, subject to annual appointment by Full Council.

A member will not be eligible for nomination to the Committee if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by or relating to a member of staff during the previous 12 months.

Non Members: all Councillors not appointed to the Personnel Committee may attend public sessions and, at the discretion of the Chair, participate in the meeting but have no voting rights and shall not count towards the quorum.

Non-members: shall withdraw for confidential staffing matters unless specifically invited by the Committee for a defined advisory or factual purpose. Any councillor attending a confidential staffing item shall be bound by the same confidentiality obligations as Committee members and may be prevented from sitting on any later hearing or appeal panel relating to that matter.

Composition:	Six members There are no ex-officio members of the Personnel Committee. A member will not be eligible for nomination to the Committee if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by or relating to a member of staff during the previous 12 months.
Quorum:	Four members
Meetings:	Four ordinary meetings per year. In the event of an item of urgency, an extra ordinary meeting can be called in line with legislation and Council's adopted standing orders and scheme of delegation.
Confidentiality:	The Committee shall treat all staffing matters with appropriate confidentiality and in accordance with Standing Orders, employment policies and data protection requirements.
Time:	6:30 p.m.
Venue:	Guildhall
Public attendance:	The meeting is open to members of the public and press up until the Public Bodies (Admission to Meetings) Act 1960.
Reports to:	Full Town Council
Chairmanship:	Chair and Vice-Chair to be elected by the members at the first committee meeting held in each Council year.

Members should not take personal notes during confidential staffing items unless required for a formal hearing or appeal. An official confidential minute, record or hearing note shall be taken by the Town Clerk, an appointed note taker, or an external adviser as appropriate and retained securely by the Council.

Members involved in confidential staffing matters must not discuss those matters with councillors, staff or third parties who are not properly involved in the matter.

Term of Appointment: appointments shall be made for a term of one year, with members expected to commit to serving for up to four years to ensure continuity and stability in staffing matters.

Legal and Governance Framework:

The Committee operates under the following legislation and policy documents (non-exhaustive):

Local Government Act 1972, including delegation and committee arrangements

Public Bodies (Admission to Meetings) Act 1960

Localism Act 2011

Employment Rights Act 1996, as amended, including relevant provisions of the Employment Rights Act 2025 as they come into force

Equality Act 2010, including the Public Sector Equality Duty

Worker Protection (Amendment of Equality Act 2010) Act 2023

Data Protection Act 2018 and UK GDPR

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999

Working Time Regulations 1998

National Minimum Wage Act 1998 and National Minimum Wage Regulations 2015

Trade Union and Labour Relations (Consolidation) Act 1992

Employment Relations Act 1999, Employment Act 2002 and Employment Relations Act 2004

Pensions Act 2008 and relevant pension/auto-enrolment requirements

Immigration, Asylum and Nationality Act 2006 and Immigration Act 2016

Rehabilitation of Offenders Act 1974

TUPE Regulations 2006, where relevant

Agency Workers Regulations 2010, where relevant

Maternity and Parental Leave etc. Regulations 1999

Paternity and Adoption Leave Regulations 2002, as amended

Shared Parental Leave Regulations 2014

Parental Bereavement Leave and Pay Act 2018

Carer's Leave Act 2023 and Carer's Leave Regulations 2024

Neonatal Care (Leave and Pay) Act 2023 and associated regulations

Employment Relations (Flexible Working) Act 2023 and Flexible Working Regulations

ACAS statutory Codes of Practice, including disciplinary, grievance and flexible working

NJC National Agreement on Pay and Conditions of Service, where adopted by the Council

Council's adopted Standing Orders, Financial Regulations, Scheme of Delegation, Code of Conduct and employment policies

Relevant case law and NALC/SLCC guidance as applicable

Authority and Delegation

The Committee has delegated authority to make decisions within its approved Terms of Reference, adopted budget, Standing Orders, Financial Regulations, and the Council's Scheme of Delegation.

The Committee may authorise expenditure within its delegated budget, provided that such expenditure is within previously approved limits and does not commit the Council to future or unconfirmed budgets.

The following matters must be referred to Full Council or the relevant committee:

Any matter outside the Committee's approved Terms of Reference or delegated authority.

Any matter requiring expenditure outside the Committee's approved budget or above authorised limits.

Any proposal that would commit the Council to ongoing, future, or unbudgeted expenditure.

Any senior officer appointment where Full Council approval is required.

Any proposed amendment to Standing Orders, Financial Regulations, the Scheme of Delegation, or Council employment policies.

Any matter reserved to Full Council by law, Standing Orders, Financial Regulations, the Scheme of Delegation, or a previous resolution of the Council.

Terms of Reference including delegated duties and responsibilities:

Personnel and Staffing:

To oversee the Council's role as employer.

To appoint, from its membership, recruitment panels when necessary and in accordance with the Council's Recruitment Policy.

To assist the Town Clerk on recruitment processes for senior officer appointments and make recommendations to Full Council where required.

To appoint, from its membership, hearing and appeal panels when necessary, ensuring that members have not had prior involvement in the matter and are up to date on relevant training, advised by the Town Clerk and or HR Consultants.

To assist the Town Clerk, where appropriate, in any process relating to dismissal, redundancy, capability, grievance or disciplinary matters, where required by Council policy.

To manage employment matters relating directly to the Town Clerk in accordance with Council policy and, where appropriate, with external HR advice.

To review staffing structures and levels biannually, or following any significant organisational change, and make recommendations to Full Council.

To review contracts of employment, job descriptions and person specifications biannually, or following any significant organisational change – the be advised by the Town Clerk and or HR Consultant.

To review staff pay, grading and job evaluation arrangements in accordance with the Council's Policies, assisted by the relevant specialist consultants.

To review staff pension arrangements biannually, or sooner where legislative or scheme changes require, advised by the Responsible Finance Officer.

To regularly review staffing policies and procedures to ensure they remain current, lawful and consistent with best practice.

To assist the Town Clerk in managing long-term sickness, welfare concerns and incidents at work in line with Council policies.

To ensure that the Town Clerk has the necessary tools, training and assist to manage staff effectively.

To identify appropriate sources of expert employment, occupational health, legal or HR advice and ensure that such advice is used when appropriate.

Strategy and Governance:

To undertake training appropriate to the Committee's staffing responsibilities.

To consider and submit to the Policy and Finance Committee annual budget estimates for staffing, training, occupational health, HR advice, recruitment and employment-related expenditure.

To consider recommendations from any sub-committees, panels or advisory groups operating under the authority of the Personnel Committee.

To consider such matters as may be delegated by Full Council from time to time.

To review the Committee's Terms of Reference annually and make recommendations to Full Council.

To review employment-related objectives within the Council's Business Plan and the Committees deliverables.

To monitor changes in employment legislation, NJC terms, CALC/NALC/SLCC guidance and ACAS Codes of Practice, and recommend policy amendments where required.

Performance, Appraisal and Development:

To ensure that all staff, including the Town Clerk, receive an annual appraisal and six monthly objective review.

To ensure that the Chair of the Personnel Committee and Chair of the Town Council undertake the Town Clerk appraisal and six monthly objective review with the assist of HR, subject to both Chairs undertaking the appropriate training.

To receive recommendations arising from appraisals, including training, development and pay progression matters, in accordance with Council policy.

To receive and consider training and development requests within the agreed training budget and delegated authority.

To promote staff wellbeing, development and retention.

Complaints, Grievance, Disciplinary and Capability:

To assist the Town Clerk with staff disciplinary, grievance, dignity at work, capability and appeal matters in accordance with the Council's adopted policies, subject to Members of the Personnel Committee undertaking the appropriate training.

To ensure that investigation, hearing and appeal roles are kept separate.

To assist with the appointment of an appropriate Investigating Officer where required. This may be the Town Clerk, another officer of the management team, a councillor, or external HR Consultants, depending on the nature of the matter, any conflicts of interest, and subject to undertaking the appropriate training.

To assist the Town Clerk with hearing and appeal panels when required, ensuring that no member has had prior involvement in the matter and are up to date with appropriate training.

To ensure that employees are informed of their statutory and policy rights, including the right to be accompanied where applicable.

For allegations of misconduct relating to the Town Clerk, to appoint an appropriate Investigating Officer, which may be the external HR Consultant.

For grievances relating to or raised by the Town Clerk, to ensure that the Council's Grievance Policy is followed and external HR advice is obtained where appropriate.

To make decisions or recommendations regarding sanctions, dismissal, and appeal outcomes in accordance with the Council's adopted policies and delegated authority, where serving as a member of the relevant panel.

Health and Safety and Compliance:

To oversee employment-related health, safety and welfare matters, including staff wellbeing, lone working, stress management, sickness absence and occupational health.

To receive reports and recommendations from the Council's competent health and safety person where they relate to staff matters.

To ensure that required employment-related health and safety actions are progressed by the Town Clerk or relevant officer within agreed authority and budget.

To consider and recommend policy or procedural changes required to comply with employment law, health and safety law, NJC terms and conditions, and best practice guidance from CALC/NALC/SLCC and ACAS Codes of Practice and other relevant bodies.

To ensure that councillors involved in staffing matters understand and respect their confidentiality, equality, dignity at work and data protection.

Note: Any resolution made outside these Terms of Reference may be considered ultra vires and open to challenge in a Court of Law.

Matters not Delegated to the Committee:

Any matter falling within the remit of the Committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy.

Terms of Reference last updated: 03.2024

Membership Terms of Reference

1. Committee Membership

- The maximum number of members for each committee/sub-committee will be determined based on governance needs, operational efficiencies and, if applicable, constitutions.
- Membership numbers are confirmed and detailed in the Town Council's Terms of Reference – Committee and Sub Committees;
- Planning and Licensing, Policy and Finance and the Services Committees are a composition of sixteen Members therefore appointments are not required, all Members will be summoned to the scheduled meetings of Saltash Town Council during the fiscal year.
- Membership should reflect a balance of Town Councillors;
- The Town Council recognises that a stable membership of the Personnel Committee is desirable and as such membership of the Committee should be seen as a long-term commitment with all members of this Committee to undertake employment law training within 6 months provided by the Council subject to course availability.
- Working Groups have no membership limitations as they are informal advisory bodies rather than decision-making committees with strict voting rights;
- Outside Partnerships are normally managed by external organisations therefore, the Town Council will appoint representatives as requested, unless specified otherwise.

2. Selection Process

In accordance with Standing Orders, the Town Council will appoint or reaffirm members to all Town Council Committees, Sub Committees, Joint Committees, Working Groups and Outside Partnerships at the Annual Meeting of Saltash Town Council, held each May.

Should a seat become vacant during the fiscal year due to a resignation, it will be filled accordingly at the following Full Council meeting.

If over-subscription occurs:

- A discussion between Members would take place initially;
- If a consensus cannot be reached, names of those who wish to form the membership to be placed into a hat and pulled out accordingly.

- The person who pulls the names out of the hat should not also have their name in the hat

3. Appeal / Review

- Unsuccessful Members will not be able to appeal the decision;
- The Terms of Reference on membership will be reviewed annually to maintain fairness and transparency.