

# **London Mathematical Society Personnel Committee Terms of Reference**

## **1. Constitution and Purpose**

- 1.1 This is a Committee of Council.
- 1.2 This Committee shall have the authority to monitor the Society's personnel policies, and to oversee and advise the Executive Secretary on the management of the staff.
- 1.3 This Committee shall provide advice to Council on personnel matters.

## **2. Roles and responsibilities**

- 2.1 The Personnel Committee will have the following roles and responsibilities.
- 2.2 The Committee is responsible to Council for:
  - i) recommending and monitoring personnel policies;
  - ii) recommending all promotions, dismissals, changes in staff remuneration, conditions or benefits;
  - iii) recommending changes to or proposed reorganisation of the staff structure, including creating new or significantly changed posts;
  - iv) overseeing and advising the Executive Secretary on the management of the staff;
  - v) overseeing the allocation and quantity of the work undertaken by the staff, and advising Council on the implications on staff resource of the Society undertaking new activities;
  - vi) the identification and resolution of staff-related issues arising from decisions of Council or its committees;
  - vii) recommending any changes to the Employee Handbook; and
  - viii) recommending the membership of any appeals committee required in remuneration, disciplinary, capability, and grievance issues, according to the procedures in the Employee Handbook.
- 2.3 The Committee is responsible for providing regular reports to Council.
- 2.4 As the Committee's minutes often contain personal information about staff, they will not normally be made available to Council.

## **3. Membership**

- 3.1 The Committee shall consist of 6 members.
- 3.2 The Chair shall be a Vice-President of the Society chosen by Council. In the absence of the Chair remaining Committee members may appoint an Acting Chair for that meeting from among their members.

- 3.3 The Publications Secretary and Executive Secretary of the Society shall be members of the Committee.
- 3.4 The remaining Committee members shall be appointed by Council. They will normally be members of the Society and shall each serve a term of office of no longer than 6 years in total (2 terms of 3 years). Two of them will be Council Representatives, appointed by Council from among its membership.
- 4. Frequency and format of meetings**
- 4.1 The Committee shall meet as required in execution of its duties under section 2 above, although not normally more than 2 times per year, usually in De Morgan House. The Chair may call urgent meetings on specific issues if required.
- 4.2 Participation in meetings via video-conferencing or telephone-conferencing is acceptable on occasion.
- 4.3 Each Committee Member shall be expected to take an active role in electronic discussions.
- 5. Attendance**
- 5.1 If a member is absent without reasonable cause for three or more consecutive meetings the member will be considered to have resigned from the Committee.
- 5.2 The secretariat support for the Committee shall normally be provided by the Executive Secretary's Personal Assistant.

Agreed by Council  
29 November 2019