



Personnel Committee – Terms of Reference

Purpose of the Committee

To consider and review staffing issues including, recruitment, progressions, salaries, pensions, employment contracts, grievances and disciplinary matters. The Committee will make recommendations on these matters to the Town Council.

Membership

The membership comprises 4 members which are selected at the Council's AGM.

The membership comprises of:

Town Mayor and Chairman of the Council

Deputy Town Mayor

Immediate Past Mayor

Cllr. Mike Kermode – (Advisor and Clerk to the Committee)

Quorum and Voting

- a. The quorum of the Panel shall be 3 Councillors.
- b. The Chairman of the Committee shall have a second or casting vote in the event of a tied situation.

Detailed remit includes:

- a. To provide an initial route for discussion of staff matters.
- b. To provide information, advice and guidance to the Council on staffing issues.
- c. To facilitate the initial recruitment of personnel in conjunction with the Town Clerk.
- d. To review and advise on the terms and conditions of employment as required.
- e. To review and to advise on staff development and training needs.
- f. To authorise increments within the agreed budget.
- g. To initially consider any grievance or disciplinary issues relating to staff and to report on these to the Council.