



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.

Membership comprises of:

Town Mayor and Chairman of the Council

Deputy Town Mayor

Immediate Past Mayor

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.**