



Personnel Committee Terms of Reference

Name of Committee: Personnel Committee

Membership: Five members of the Council

Conditions:

1. Membership of the Committee to be decided upon its creation and the membership of the Committee to be re-appointed annually at a meeting of the Full Council
2. Meetings to be convened on a needs basis within the requirements of the Local Government Act 1972, Schedule 12, para 10 and the Public Bodies (admission to meetings) Act 1960, para1
3. Meetings will not commence until the decision is taken to exclude press and public
4. Minutes to be presented to the next meeting of the Town Council
5. The Committee may co-opt a member of the Town Council to fill temporary vacancies
6. The Committee is empowered to invite specialist professional Officers or advisors to attend meetings to provide guidance as to matters under discussion
7. The Clerk to the Council will normally support the Committee but guidance should be taken from ERNLLCA as to appropriateness
8. The Mayor is not to be a member of the Committee in order that he/she can chair a meeting of the Town Council as an appeal body, should that be required
9. Only members of the Town Council may be members of the Committee
10. Only members of the Committee may attend meetings unless specifically summoned
11. The quorum shall be three



12. The Town Council’s Code of Conduct and attendant regulations apply to this Committee

13. A member of the Council will not sit as a member of the Personnel Committee if that member is involved in the matter in any way

Responsibilities	Powers	Legal Authority
To have responsibility for the selection and recruitment of Town Council staff	Committee to be instructed by the Council on an ad hoc basis as to its powers to recommend	Local Government Act 1972, sections 101 and 112(2)
To have responsibility for managing staff performance and appraisals and training	Committee to have the power to resolve with a line manager present	Local Government Act 1972, sections 101 and 112(2)
To hear allegations of breaches of discipline by council staff	Committee to have the power to resolve	Local Government Act 1972, section 101 and Employment Act 2008
Preparation of HR Policies and Procedures	Committee to make recommendations to the council	Local Government Act 1972, section 101 and 112(2) and employment legislation (various)
To hear grievances from members of staff	Committee to have power to resolve decisions	Local Government Act 1972 section 101 and Employment Act 2008
To agree, monitor and amend terms and conditions for staff	Committee to have power to resolve decisions	Local Government Act 1972 sections 101 and 112(2)