

## **PERSONNEL COMMITTEE TERMS OF REFERENCE**

- **To review all personnel procedures, be the first contact for all employee/employer matters, advise full council accordingly on such matters, and act on its instructions when called upon.**
- **To undertake specific tasks as delegated by full council under Standing Orders.**

The Committee shall appoint its chairman annually as the first item of business at its first meeting following the Annual Meeting of the Council in May.

The Committee shall have no set calendar and shall be convened by the calling of a meeting by the clerk as directed, or by the chairman or two members of the committee by written request to the chairman at any time.

Once properly convened and the appropriate resolution passed, all business of the Committee shall be conducted in closed session and shall remain confidential, other than to other members of the council should they have legitimate need to have access to this information and who will also respect the confidential nature of such information, and the representative of employees where appropriate.

Notes of meetings will be taken by an appointed person and such notes shall be presented to full council in closed session, at the earliest opportunity, and formally approved at the next meeting of the Committee. *It is essential that any recommendations are fully understood and agreed before the meeting closes.*

### **Specific Roles:-**

1. To review, and update annually where necessary, all documents relating to employees including Employment Contracts, and the Staff Handbook. This will be conducted in conjunction with the Clerk and recommended to full council for a formal resolution to accept any changes.
2. To conduct and be responsible for all Grievance and Disciplinary action within the Council. The Chair and Vice Chair of the Committee will conduct informal investigatory meetings into any complaints or disciplinary matters that are raised concerning an Employee. This can be delegated to two other Councillors if appropriate. They will report their findings to the whole Committee.
3. To ensure annual appraisals of staff are undertaken and to inform the full council that they have been conducted. The Committee will appoint a panel of two members to conduct the Clerk's Appraisal. Members of the committee will assist the Clerk to conduct appraisals for those whom the Clerk is Line Manager for. The Personnel Committee will have delegated authority to approve the cost of training within the budget.
4. To manage all elements of recruitment to the post of Clerk and Deputy Clerk. Recruitment of other posts will be managed by the Clerk.  
The Committee will be responsible for advertising the vacancy, short listing applicants, conducting interviews, and deciding the outcome of the recruitment process. Any appointments will be ratified at a council meeting. Appointment of the Clerk will be approved at a Council meeting.
5. To ensure the necessary policies and procedures are addressed in accordance with relevant legal requirements, and the outcome of any discussions on employment matters are fully reported to full council to consider appropriate action.