



PERSONNEL COMMITTEE – TERMS OF REFERENCE

1. The Council will review Personnel Committee appointments and Terms of Reference at the Annual Meeting.
2. The Personnel Committee will elect a Chair from its members at the first meeting it holds after the Council's Annual Meeting.
3. There shall be at least five members, with insofar as possible equal representation from each Ward.
4. The quorum shall be three members.
5. The Council's Standing Orders will apply to all Personnel Committee meetings.
6. Councillors who are not members of the Personnel Committee may attend all meetings and will be allowed to speak on agenda items at the discretion of the Chair.
7. The Personnel Committee will act in an advisory capacity, making recommendations to Council for final decision, with the exception of any delegated authority granted.
8. Notice of meetings will be publicised in accordance with the Council's Standing Order.

THE PERSONNEL COMMITTEE WILL:

1. Comply fully with the Council's Policies.
2. Review and maintain all policies and procedures related to employee matters.
3. Review and implement the Council's disciplinary procedures.
4. Review and agree the job descriptions for each post.
5. Appoint staff.

DELEGATED AUTHORITY:

The Council has delegated authority and responsibility for the following matters to the Finance Committee:

- Maintain the Council's employee policies and procedures,
 - Including working jointly with Finance & Policy Committees.
- Review and maintain employee policies.
- Write job descriptions and post job adverts.
- Appoint staff.
- Implement disciplinary procedures.