



THE PERSONNEL COMMITTEE – Terms of Reference

Meetings – meetings will take place on the first Tuesday of a month when required with the intention to be held no more frequently than quarterly.

Constitution The committee shall comprise four members in total. Three members shall constitute a quorum at meetings of the Personnel Committee.

All Committee meetings are open to the public and press, except by resolution where publicity would prejudice the public interest by reason of the confidential nature of the business (Public Bodies – Admissions to Meetings Act 1960).

All non-Committee members may attend the Committees meetings and speak at the Chairman's discretion but are unable to vote. Non-Committee members may not attend meetings that relate to discipline or grievance.

The Personnel Committee has no delegated authority and can only make recommendations to Council which should include;

- Recommend actions incurring expenditure within its budget.
- Prepare estimates of expenditure in November for the forthcoming financial year for consideration by Council, via the Finance and General Purposes Committee.
- Recommending appointments and salary reviews.

Responsibilities – Employees, Recruitment, Contracts, Discipline and Training

The Committee are responsible for the control, development and continued improvements to:

- Recruitment, Selection and the policies, procedures and contracts relating thereto.
- Training, Development and the policies and procedures relating thereto.
- Appraisal, to ensure accurate assessment of performance is carried out.
- Absence Management and the policies and procedures relating thereto.
- Disciplinary, Grievance and the policies and procedures relating thereto.
- Maternity, Paternity and the policies and procedures relating thereto.
- Equal Opportunities and the policies and procedures relating thereto.
- Recommend policy change within their area of responsibility.

Other responsibilities:

- Health and Safety – to ensure compliance with health and safety.
- Ensuring individual work records are maintained.
- Liaising with the Unitary Authority on matters pertaining to the Committee.
- Liaising with the police and other outside bodies on matters pertaining to the Committee.