

## **Personnel Committee**

### **TERMS OF REFERENCE**

1. Membership and frequency of meetings
  - (i) The committee will consist of six councillors, plus the mayor and deputy mayor as ex-officio members.
  - (ii) The quorum of this committee will be one third of its members, rounded up to the nearest whole number, with a minimum of three members applicable
  - (iii) Any councillor who is not a member of this committee may, unless the council otherwise orders, be entitled to be present as a spectator, but not to speak or vote, unless by invitation of the chairman
  - (iv) The committee will meet as and when required by the chairman
  - (v) The chairman and vice-chairman will be voted in at the first meeting after the Mayor Making Meeting and will then preside until the next Mayor Making Meeting.
  
2. Terms of reference
  - (i) To establish and keep under review the staffing structure in consultation with the Finance Committee
  - (ii) To draft, implement, review, monitor and revise policies for staff
  - (iii) To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review
  - (iv) To oversee the recruitment and appointment of staff
  - (v) To arrange execution of new employment contracts and changes to contracts
  - (vi) To establish and review performance management (including annual appraisals) and staff training programmes
  - (vii) To oversee any process leading to dismissal of staff (including redundancy)
  - (viii) To keep under review staff working conditions, and health and safety matters
  - (ix) To monitor and address regular or sustained staff absences
  - (x) To make recommendations on staffing related expenditure to the Finance Committee
  - (xi) To consider any appeal against a decision in respect of pay
  - (xii) To consider a grievance or disciplinary matter. Any appeal must be considered by two councillors who are not members of the Personnel Committee