

GODMANCHESTER TOWN COUNCIL

**Personnel Committee
Terms of Reference**

September 2020

GODMANCHESTER TOWN COUNCIL PERSONNEL COMMITTEE

Terms of Reference

1. Membership shall comprise four Councillors, to be decided at the Annual Meeting of the Town Council, plus the Mayor in an ex-officio capacity.
2. Three members shall constitute a quorum.
3. The Committee will elect one of its members, other than the Mayor, to be its chairman.
4. The Town Clerk will be entitled to attend meetings except where matters pertaining to their own performance and remuneration are being discussed.
5. The Committee has delegated powers to deal with all matters, including financial matters, relating to the establishment, recruitment, appointment, remuneration and training of staff.
6. The Committee will regularly review personnel procedures to ensure they continue to meet all legal requirements.
7. The Committee will handle disciplinary, misconduct and grievance matters as set out in the Council's Disciplinary and Grievance Procedure.
8. The Committee will ensure that annual appraisals are undertaken and recommendations implemented and monitored.
9. The Committee will regularly review Councillor and staff training needs and authorise attendance at courses, conferences etc.
10. The Committee will report monthly to the full Town Council.

Agreed Operating Procedure

- The Committee will normally meet monthly when there are matters for discussion, but more frequently and at short notice if there is an urgent need.
- As noted in the Terms of Reference, the Committee will report monthly to the full Council, even if the report is "that there is nothing to report."
- As a formal part of the Council (unlike working parties) Committee meetings will be advertised to the public in the same way as full Council meetings. If any member of the public does attend, they will be entitled to address the Committee but will then be asked to leave, using the same form of words as are used in Council meetings, as the subject matter the Committee would be likely to be discussing would almost certainly be confidential.
- Councillors who are not members of the Personnel Committee are similarly entitled to address it but not to be present for or participate in subsequent discussion.
- Meetings will be formally minuted and the minutes kept in a confidential minute book.

Amendment History:

Paragraph	Detail	Approval Date
Original	Initial Version	July 2019
Review	Review and Re-adopted	September 2020
Review Due		September 2023