

# Personnel Committee

The Committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status and any disability), Law and Order, Health and Safety and Human Rights.

In accordance with council policy and operating at all times via the Clerk/RFO, this committee has the responsibility for the overall management of Personnel Matters. **The terms of reference for this Committee are as follows:**

**Membership of the committee shall consist of Three (3) members with a Quorum of three (2) from the Finance Committee and has the Power to Decide/Act.**

**Meetings will be held on such dates, times and place as the Council may direct. This will normally be at least Three (3) times per year.**

## Personnel Panels

Recruitment - Chairman + two Councillors

Disputes - Chairman + two Councillors

Appeals - Three (3) Full Council Members who have no prior knowledge of the issue to be discussed - To consider any appeal against a decision made by Recruitment or Disputes Panels.

## The Terms of Reference for the Personnel Committee are:

- To recruit, retain and develop staff to undertake the work of the council;
- To determine the pay and conditions of employment of the staff and to review and update these as necessary to comply with the law and with good practice;
- To determine the staffing levels necessary to efficiently discharge the work required by the council and to review the workloads periodically;
- To deal with initial Grievance and Disciplinary Complaints /Procedures
- To ensure the Health and Safety of staff employed by providing appropriate working spaces, tools and equipment and to train staff as necessary to safeguard their health & safety at work;
- To undertake reviews of working practices and procedures of the Council as a whole when so requested and to make recommendations to Full Council.

## **Reporting**

To Report to Finance / Policy and Appointments Committee on all aspects of the Sub-Committees work.