

APPENDIX B

PERSONNEL COMMITTEE – TERMS OF REFERENCE

Membership to comprise the Town Mayor, Deputy Town Mayor, the Chair of the Estates Management Committee and up to 4 other Councillors (SO 22b)

The quorum of the committee shall be one third of the committee membership (SO 18)

Meetings of the committee will be scheduled no later than the April meeting of the council for the following council year and the committee shall meet at least once every two months and shall have at least one combined meeting each year with the Finance and General Purposes Committee to review salaries (SO 26a). Meetings of the Personnel Committee will not be open to members of the public.

The Town Mayor shall chair meetings of the committee and in the absence of the Town Mayor meetings shall be chaired by the Deputy Town Mayor and in the absence of the Deputy Town Mayor meetings shall be chaired by a Councillor elected for that purpose at the meeting.

The Town Mayor or in the absence of the Town Mayor the Deputy Town Mayor will be responsible for reporting to the council on personnel matters.

The committee shall regulate and control the Council's personnel matters and in particular:

- To consider levels of staffing, employment arrangements, organisation and job responsibilities of staff employed directly by Oundle Town Council;
- To ensure that Oundle Town Council Personnel decisions are documented effectively in:
 - Policy documents
 - Employee contracts and terms and conditions of employment
 - Job descriptions;
- To conduct an annual review relating to the remuneration of staff employed by Oundle Town Council, prior to the budget setting meeting of the Council and in conjunction with the Finance and General Purposes Committee to set levels of staff remuneration from time to time within the scale point range for posts previously agreed by the Council;
- To conduct Oundle Town Council activities in relation to appointment of staff, specifically:
 - Selection criteria and process
 - Advertising
 - Screening and short-listing
 - Selection interviews
 - Offers of employment
- To formulate, maintain and execute:
 - Staff performance appraisal procedures;

- Staff disciplinary procedures and, ultimately, any dismissal actions;
- Staff grievance procedures;
- Staff capability procedures.
- To organise hearings in connection with capability and/or grievance and/or disciplinary and/or retirement issues;
- To recommend actions to support the professional development of:
 - Oundle Town Councillors
 - Oundle Town Staff
- To ensure that the Council discharges its responsibilities as an employer concerning Health & Safety legislation;
- To promote compliance and good practise in relation to Employment legislation and relevant local government policies in relation to employment matters;
- To provide ad hoc guidance to the Council on all personnel issues.

Note: All meetings relating to Personnel shall be held in camera.