

# PERSONNEL COMMITTEE

The Committee shall be appointed at the Annual Meeting of the Community Council

Quorum – will be 3 members of the committee

Meetings – will be held on an ad hoc basis as and when required.

## Terms of Reference;

- a) To annually review the staff salary level, contract of employment, job description and make recommendations to Full Council
- b) To ensure the Council's compliance with legislation relating to the employment of staff
- c) To draw up or consider any contract as delegated to them by Full Council for final submission and approval by Full Council.
- d) To review annually and, where necessary, revise the Community Council's Health & Safety Policies for approval by the Council.
- e) Provide support and advice to the Clerk on health and safety issues.
- f) Consider any reports of accidents and other health and safety incidents and agree with the Clerk any lessons to be learned and actions to be taken.
- g) Where the Complaint is upheld, to decide on the appropriate disciplinary sanction(s) against a Respondent.
- h) To consider any other matters delegated to the Committee by the Council
- i) To promote the maintenance of high standards of conduct by Members, whether elected or co-opted, to prevent, or minimise, complaints being made
- j) Whilst maintaining confidentiality at all times, the Committee will make known its findings at the next appropriate Council meeting.
- k) Considering and deciding whether individual appeals have established grounds for appeal according to the disciplinary or grievance procedures.
- l) To gather further evidence at appeal committee hearings and to decide, on the basis of that information, whether an appeal should be upheld or rejected.