

# Personnel Committee

## Terms of Reference 2023-24

**Composition: Mayor, Deputy Mayor, Chairman of P&R, Chairman of CLR, Chairman of P&E, Chairman of NPC**

### Delegations are:

- a) Determining and making an appointment for the Town Clerk's position.
- b) Developing and agreeing personnel policies and practices in relation to salaries, grades, conditions, health & safety issues and pensions.
- c) Monitoring staff data such as sickness, TOIL.
- d) Appointing Member Panels as required under the Council's Disciplinary and Grievance Policies and Procedures.
- e) Convening a Complaints Panel when complaints are unable to be resolved and are progressed through the complaints procedure.
- f) Agreeing the Induction pack and training programme for councillors.