



*Celebrating 50 years
1974-2024*

ST IVES TOWN COUNCIL

Town Hall, Market Hill, St Ives, Huntingdonshire PE27 5AL
Telephone: 01480 388929 Email: townclerk@stivestowncouncil.gov.uk

Town Clerk: Mrs Libby White BEM BA(Hons) FSLCC

TWINNED WITH STADTALLENDORF

PERSONNEL COMMITTEE

Terms of Reference

(adopted 28th May 2024)

Membership

The Committee will consist of eight members, including the Mayor (ex officio).

Quorum

The Quorum for the Committee shall be four members.

Purpose

The Personnel Committee is established to act on the Council's behalf with matters of employment. The Committee will have the responsibility for personnel, and any other such matters as may from time to time be referred by the Council.

Remit

1. The Committee shall elect a Chair and Vice-Chair for each civic year.
2. The committee will meet every two months throughout the year.
3. The Committee will ensure that the Council complies with all legislative requirements relating to the employment of staff.
4. The Committee will be responsible for:
 - Reviewing staff structures, considering recommendations from the Town Clerk and report back to the Council as required;
 - To review staff salaries and Statement of Terms and report to the Council as required.
 - To appoint from its membership three members to act as a disciplinary panel and as an appeals panel in the case of any appeal action taken by the Town Clerk.
 - To appoint from its membership three members to hear any formal grievance made by the Clerk or other staff against another employee or the Clerk and any appeal against the outcome of a grievance investigation.
 - For a member of the committee to attend recruitment interviews for staff with the Town Clerk and an appropriate officer where necessary.
 - The Chair and Vice-Chair to undertake the performance review of the Town Clerk.
5. Control all expenditure on any revenue budget item, or capital or grant-funded project, falling within the Committee's remit, up to the limits laid down in Financial Regulations.
6. Review all policies related to employment in the Council's Policy Framework and make recommendations to the Council where needed.
7. The Committee shall make recommendations to the Town Council for all expenditure of items falling under the Committee's remit which exceed the values laid out in Financial Regulations.
8. The Committee shall make recommendations and provide updates to the Council as needed.