

## **Personnel Committee – Delegated Powers**

The **Personnel Committee** shall consist of **5 members of the Council** with a **Quorum of 3** and have full delegated powers to make decisions on behalf of the Council in the following matters:

- Hearings for Grievance and Capability matters in accordance with the Council's Grievance and Disciplinary Procedure
- Appeal Hearings for Grievance and Capability matters in accordance with the Council's Grievance and Disciplinary Procedure
- Dealing with any Disciplinary and Capability matters to a conclusion, only reporting to Council when the time for any Appeal has passed
- Dealing with complaints about the Clerk
- Producing the Clerks contract
- All personnel matters and appraisals relating to the Town Clerk
- Employee Conditions of Service
- Employment related policies
- Annual review of staffing budgets, including salaries, allowances, training etc. and recommend to Council
- Overview of staffing budgets agreed by Council, managed by the Clerk
- Salary and allowance reviews as required
- Staffing structure reviews as required
- Considering employee feedback, (i.e. following appraisals) as presented by the Clerk
- Approval of office equipment requirements
- Authorisation of non-routine staff payments, in an emergency the Chairman can approve, within approved staffing budgets
- Any other matter which may be delegated to it by the Council from time to time

**The Committee may refer specific matters to the Council for a final decision if it so wishes**

***It is vital that the Personnel Committee keeps confidential its deliberations and decisions in cases of Grievance, Disciplinary and Capability hearings. If an Appeal against a decision is received it must, legally, and in the interests of fairness, be heard again by elected members with no prior knowledge of the case (the Town Council Chairman will need to be an Appeal Panel to make up numbers).***

***To ensure, as far as possible, that such matters as Appraisal, Grievance, Disciplinary and Capability issues are dealt with professionally and in accordance with Employment legislation, all members of the Personnel Committees must agree to undertake training in these matters (if thought necessary) or additional experience and advice sought from a HR provider or ERNLLCA.***

***Agreed July 2023  
Review July 2024***