

PERSONNEL COMMITTEE

The Committee has the responsibility on behalf of the Council for dealing with The Council's personnel functions.

TERMS OF REFERENCE

The Personnel Committee will:-

1. Agree, at a strategic level, issues relating to employees including terms and conditions and employee relations.
2. Duty to designate officer as the head of the authority's paid service, and to provide staff etc.
3. Duty to designate officer as the monitoring officer and to provide staff etc.
4. Duty to designate officer as the chief finance officer and to provide staff etc.
5. Advise upon corporate policies and procedures affecting some or all employees employed by the Council including nationally and locally negotiated terms and conditions of employment.
6. To consider and recommend to Council the Pay Policy Statement
7. All functions relating to the local government pension scheme.
8. Oversee the recruitment of, and make recommendations to Council to confirm the appointment of the Head of Paid Service.
9. Consider whether or not to suspend the Head of Paid Service and appoint a Designated Independent Person to investigate allegations made against the Head of Paid Service or to suspend the Head of Paid Service acting upon the recommendation of the Designated Independent Person.
10. Consider whether or not to recommend to Council the dismissal of the Head of Paid Service.
11. Annually at the first meeting after the Annual Council Meeting consider its terms of reference

PROCEDURE

1. As a general rule the Council Procedure Rules govern the way that committees operate but these may be varied or suspended¹ at the discretion of the Chairman of the Committee in the interests of efficient and effective management of the committee.

¹ With the exception of paragraph 12

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2. Separate procedures will apply when the committee is undertaking administrative or quasi-judicial functions.