TERMS OF REFERENCE FOR THE PERSONNEL COMMITTEE

Purpose and Areas of Responsibility

The Personnel Committee is one of three Standing Committees of Tenby Town Council ("the Council"), together with the Policy, Resources & Finance Committee and Planning & Transport Committee. Its purpose is to oversee and attend to The Council's officers' employment and recruitment, development and support for its Councillors, officers and volunteers, to oversee policy and legal compliance pertaining thereto, to oversee and determine disciplinary or grievance matters and to advise the Council on any matters which may need its attention. The Personnel Committee shall also make arrangements for the annual appraisal of the Town Clerk and Responsible Financial Officer.

Accountability

The Personnel Committee reports to- and is accountable to the Council via the minutes of its meetings and the Co-Chairs and shall operate in accordance with the Council Standing Orders.

Constitution

The Committee shall be constituted in accordance with Council Standing Order No. 4 and shall be composed of two Co-Chairs, elected annually at its first meeting of the municipal year, plus six other councillors. All of its members shall be appointed to it by resolution at the Annual Town Council meeting.

The Town Clerk is designated as Committee Advisor, attending meeting where necessary. The Town Clerk may appoint other officers to support the Committee in transacting its business, or delegate another officer to advise the Committee in their absence.

Authority, Powers and Duties

The Personnel Committee has delegated authority from the Council under Standing Order No. 4 to make decisions i.e. by resolution, in accordance with its terms of reference, provided that any expenditure is within budget.

All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by the Council.

The Chairship shall alternate each meeting between the Co-chairs. In an equality of votes, the co-chair holding the Chairship of the meeting shall exercise their right to a casting vote as presiding officer.

Under Standing Order No. 4 the Personnel Committee is authorised to appoint subcommittees and sub-groups e.g. working parties for the purposes to be specified by the Committee.

Committee Budget

The Personnel Committee will prepare and submit its estimates of income and expenditure for the next financial year and its budget requirement to the Policy, Resources & Finance Committee annually no later than November.

Review

Terms of Reference for the Personnel Committee shall be reviewed annually at the Council's Annual Meeting.