



Appendix 1(ii)(d)



NEW ROMNEY TOWN COUNCIL

TERMS OF REFERENCE FOR PERSONNEL PANEL

PURPOSE

Is delegated by the Town Council the authority to take all decisions affecting staff issues except where the overall staffing budget will be exceeded. In such cases the Panel will make a recommendation to Full Council.

MEMBERSHIP

- 1 The Chairman or Vice Chairman of the Council;
- 2 The Chairman or Vice Chairman of Finance & General Purposes Committee;
- 3 Up to 4 other Councillors elected, or re-elected, annually at the first meeting of Council after the Annual Statutory Meeting to a maximum of five Members.

PARAMETERS

- 1 The quorum of the Panel shall be a minimum of 50% of actual membership or a minimum of 3 Councillors.
- 2 The Panel shall meet a minimum of 4 times per year with the ability to additionally meet as and when required.
- 3 The Chairman of the Personnel Panel shall be elected annually by Full Council at its first ordinary meeting following the statutory 'Annual Meeting of the Town Council', from the approved Membership of the Panel.
- 4 The Chairman of the Panel shall have a second or casting vote in the case of an equality of original views.
- 5 All meetings of the Panel will be held without press or public present when discussions fall under Standing Order 34. All reports, documents and correspondence discussed under Standing Order 34 will remain confidential within the Council.
- 6 The Panel is directly responsible to Full Council.

DETAILED REMIT to include –

- 1 To provide an avenue for consultation with all personnel, via the Town Clerk, and if after appropriate discussion with the Town Clerk, to discuss staff matters informally with the Personnel Panel.
- 2 To provide an avenue for consultation with all Councillors on staffing issues.
- 3 To provide an annual budgetary estimate to the Finance and General Purposes Committee for consideration, having duly considered the staffing needs of the Council and associated staffing costs for the relevant financial year.
- 4 To manage approved annual personnel budget to ensure availability of sufficient, suitably qualified staff to implement the Town Council's objectives.
- 5 To review from time to time the numbers of personnel needed for the agreed operation of the Council and take such action as may be necessary to arrange recruitment as appropriate, giving due regard to the annual personnel budget.
- 4 To undertake the recruitment of personnel in conjunction with the Town Clerk.
- 5 To review and agree the terms and conditions of employment.

- 6 To review and advise on training needs to ensure suitably qualified personnel are employed to implement the Council's objectives.
- 7 To review salary scales from time to time and, if deemed appropriate, to amend salary scales - particularly in light of nationally agreed changes to salary scales.
8. To authorise annual increments and cost of living awards within the agreed budget.
9. To determine, with appropriate advice as necessary, any grievance, disciplinary issues or complaints relating to staff or Councillors.