

## **Terms of Reference – Personnel & Standards Committee**

### **Constitution:**

The constitution of the Committee will be a maximum of 6 Members of the Council. The Chair and Vice Chair are ex-officio members of the Committee. The Committee shall be responsible for the election of the Chair and Vice Chair at the first meeting held following the Annual Meeting.

### **Attendance at Meetings:**

Due to the confidential nature of matters discussed in Personnel & Standards Committee meetings any members of the council that are not part of the committee must seek permission to attend prior to the meeting.

### **Quorum of Committee:**

The quorum of the Committee will be three (3) members as per the Standing Orders.

### **Purpose:**

- To receive quarterly updates regarding staff sickness and disciplinary reports or issues in relation to the Code of Conduct from the Clerk.
- Any issues raised that require immediate attention/decision making and where it is not possible to convene a Committee Meeting, will be dealt with following consultation with the Chair/Vice Chair ensuring that Council Policy is followed at all times.
- To inform and seek advice on any grievance or disciplinary actions in relation to a staff member or Council Member.
- To ensure that Council Policy is followed in relation to the submission of a grievance or complaint concerning the Clerk; the Chair and Vice Chair will be responsible for determining any action required.
- To discuss and make recommendations in relation to vacancy applications for approval by Full Council.
- At act as an Appeals Committee.

### **Review:**

To be reviewed as stated in the Terms of Reference