



# North Walsham Town Council

## Terms of Reference

### Personnel & Governance

#### Committee Elections

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All Councillors on the Personnel and Governance committee will be voted on at the annual full Council meeting. In the event of multiple proposals a secret ballot may take place.

The Chairman and Vice Chairman of the Committee to be elected at the first meeting of the Committee following the Annual Town Council meeting.

Any Councillor vacancy occurring during the year will be filled, by a Councillor asking to be considered at a full Council meeting, they will then be proposed and seconded. In the event of multiple proposals a secret ballot will take place. There will be no substitute members.

The committee is approved to discharge the functions of the council and has been given delegated powers to make certain decisions on the council's behalf, the decisions then cannot be altered. Every member of the Committee has a right to vote.

Confidential matters are not open to non-Committee members or members of the public. All members of the Committee must respect the confidentiality of staffing matters.

#### Membership

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Members	6 Councillors, Mayor, Deputy Mayor
Quorate	4 Councillors
Public	Yes (non-confidential items are open to non-Committee members & general public)
Budget	1.5K quarterly, - 6K annually (staffing, salaries, training)
Meetings	1 <sup>st</sup> Tuesday in every month if required. Agenda items to be agreed with the Chair or Vice Chair of Personnel & Governance Committee
Minutes	Draft minutes are approved by the Committee Chairman for presentation to Full Council and will be agreed by the Committee at their next meeting

#### Delegated Powers/Objectives

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- Staff - Employ temporary staff for a period not to exceed either 3 months or 30 hours per week
- Contracts - Review, power to change by up to 5hrs in any one year
- Salaries - Pay rises between 1 and 4 scale points (recommend to Full Council)
- Policies - Review policies annually, Personnel & Governance ToR's (approve Annual Council m'ting)
- Standing Orders - Review annually (approve at Annual Council meeting)
- Code of Conduct - Regulate and recommend a course of action to the full Council if required
- Grievance & Disciplinary matters - deal with complaints against staff and recommend a course of action to the full Council if required
- Appraisals - Review staff appraisals, (appraisals done by Line manager, Line managers appraisals done by one or more of - Mayor, Deputy Mayor, Chair or Vice Chair of Personnel)
- Interviews - Select members of the Personnel & Governance Committee for an interview panel
- Any other matters as delegated by the Full Council