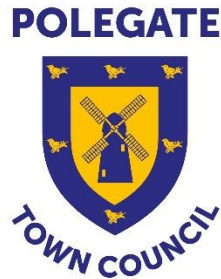


Polegate Town Council



PERSONNEL COMMITTEE TERMS OF REFERENCE

TERMS OF REFERENCE		
Issue No.	Date completed	Details of amendments
1	20.05.24	Adopted at Annual Stat Meeting
2	31.03.25	Adopted at March Full Council Meeting
3	11.05.26	Adopted at Annual Stat Meeting

1. Committee Structure

1.1 The Committee will be constituted at the Annual Statutory Meeting in May each year.

1.2 The Committee will meet as often as required to make recommendations to council for resolution.

1.3 The Committee will consist of a maximum of 5 Councillors plus the Mayor and Deputy Mayor who hold ex-officio seats on all committees.

2. Specific Responsibilities

2.1 The Committee has delegated authority to make decisions on the following matters:

- To recommend major changes to the Personnel Budget
- To discuss requests from the Town Clerk on personnel matters (Day to Day staffing matters are delegated to the Town Clerk)
- To consider the implications of reports from the Town Clerk in respect of changes in employment law and report to council accordingly where required.
- To make recommendations that require a council decision on any staffing matters or staff policies not already under delegated authority of the Town Clerk, including
 - Maintaining good relationships with council staff
 - Organisational and staff reviews
 - Service and salary levels
 - To consider and resolve all staff disciplinary/ grievance matters.
- Other matters delegated to the committee

Statement prepared for adoption by Polegate Town Council at its meeting on 11.05.26

Signed by

Mayor of Polegate

Town Clerk/Proper Office/RFO