

<b>Committee</b>	<b>Personnel</b>
Membership	4 Councillors the Mayor and Deputy Mayor ex-officio may be invited to attend
Quorum	One half of membership (rounded up 3)
Meeting dates	As required
Meeting Clerk	Clerk if appropriate
<b>Terms of Reference:</b>	<ul style="list-style-type: none"> <li>• To deal with all matters relating to recruitment of staff</li> <li>• To oversee the appraisal process</li> <li>• To review staff job descriptions and contracts as required</li> <li>• To review pay annually for recommendation to Full council</li> <li>• To deal with staffing issues as they arise</li> <li>• To ensure all appropriate policies are in place for staff and councillors based on NALC and SLCC guidance</li> <li>• To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence</li> </ul>
<b>Delegated Powers</b>	None