

# NMTC Personnel Committee

## Terms of Reference



### **1. Purpose**

To consider all personnel matters relating to both paid staff and volunteers. To assist the Clerk in undertaking the roles and responsibilities as an employer.

### **2. Membership**

- The Committee shall consist of at least three named Town Councillors appointed by the Town Council.
- Ex-Officio member Town Clerk
- The Chair and Vice-Chair of the Committee shall be appointed at the Town Council's Annual Meeting.
- The quorum for meetings shall be three councillor members.

### **3. Meetings**

- The Committee shall meet when summoned, and will report its recommendations to the next available Town Council meeting.
- Committee meetings will be open to the public and involve and encourage public participation in discussions
- Minutes of all meetings shall be recorded and submitted to the Town Council to note.
- The Committee shall operate transparently, encouraging community input where appropriate.

### **4. Authority & Reporting**

- All recommendations and proposals must be approved by the Town Council before implementation.
- Any financial matters must be referred to the Town Council for consideration and approval.
- Recommendation, where necessary, to following appropriate public consultation.

### **5 . Review**

- These Terms of Reference shall be reviewed annually at the Town Council's Annual Meeting and amended as necessary.

### **6. Dissolution**

- The committee can be dissolved by a vote of Councillors at a Town Council meeting.