

Axbridge Town Council

Personnel and Protocol Committee

Chairman and Committee Membership

Chairman: Mayor

Membership: Mayor, Deputy Mayor (ex officio), 2 (minimum) other councillors

Membership restricted to council members.

Remit

Generally:

The committee has delegated power from the council to deal with all personnel and protocol matters except the appointment of the Clerk to the Council.

If the committee is unable to make a clear decision on any matter, or if members agree that an item is very controversial or of such importance, then they may refer the decision back to the council with a recommendation. A matter will be referred to Council for decision at the request of two, or more, members.

Members need to be aware that most personnel issues must be discussed in sessions where the public and press should be excluded by a resolution of the committee.

In detail, the committee:

- will carry out an annual appraisal of all the Council's employees and decide on changes to pay rates, conditions of service and job descriptions.
- will decide and agree a training scheme with all employees and generally look to their well being.
- will make all appointments of staff, except the Clerk to the Council, by advertising and interviewing candidates.
- will, in the case of the appointment of the Clerk, shortlist suitable candidates for the council to consider, with any agreed recommendations.
- will deal with all grievance and disciplinary matters in the first instance and should recommend that council appoint an Appeals Panel if it is likely to be necessary.
- will consider and make recommendations relating to the well being of Council members and volunteers appointed by council or the committee.
- will decide on matters relating to ceremonial procedures, regalia, mayoral events, duties and associated matters.

All decisions will be kept in line with the approved budget.

Adopted: Council on 21st June 2010 (min 30/10(b))