

**AXBRIDGE TOWN COUNCIL  
REMIT 1  
PERSONNEL AND PROTOCOL COMMITTEE**

**Chair and Committee Membership**

Chair: Mayor

Membership: Mayor, Deputy Mayor and five councillors  
Restricted to council members.

**Remit**

Generally:

The committee has delegated powers from the council to deal with all personnel and protocol matters except the appointment of the Clerk to the Council and final decisions on all awards.

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 or without 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.

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

**Duties:**

the committee:

- 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 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,.
- 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 wellbeing of Council

members, employees and volunteers appointed by council or the committee,

- will deal with matters relating to general well-being, particularly dementia, within the Town,
- will decide on matters relating to ceremonial procedures, regalia, honorary officers, mayoral events, duties and associated matters,
- will manage the selection of appropriate persons for awards and the process of making the awards. The Committee will make nominations for awards but the final decision to put forward person(s) for an external award or to receive an award from the Council will be made by Council.
  
- Will produce information and guidance for new councillors and arrange appropriate induction training within Axbridge in addition to that offered elsewhere so that they are able to confidently and effectively fulfil their role as soon as possible.
  
- Will provide advice and support to councillors to further develop experience, skills and knowledge to enable them to contribute more comprehensively to the work of the town council.
  
- Will administer the “Donate It” scheme and determine applications – with a summary report being made to Council on laptops received and issued.

**Adopted by Council: 12 June 2023 (minute 35.23(a) refers)**

**Last Reviewed by Committee : 24 June 2024 (minute 7.24PS refers)**