



BARTON UPON HUMBER TOWN COUNCIL

PERSONNEL COMMITTEE TERMS OF REFERENCE – 2026/2027

These rules are supplemental to, and do not in any way override, the Town Council's Standing Orders &/or Financial Regulations.

Membership of the Personnel Committee

- a) Membership of the committee will be as decided at the Annual Town Council meeting each year, and will consist of a maximum of three members.
- b) The committee shall be subject to a quorum of three members.
- c) Membership of the committee may be reviewed by the Council at any time.
- d) Membership of the committee – it is desirable for all members to have some experience in HR and Management of Staff and Volunteers.
- e) Membership of the committee requires members to undertake up to date training when available.
- f) Membership of the committee should reflect equality and be representative of the councils equality and diversity policy.

Chair

- a) The chair of the committee will be elected by the committee at its first meeting after the Annual Town Council meeting.

Conduct of Meetings

- a) All meetings of the Personnel Committee will be convened in accordance with the Town Council's Standing Orders.
- b) Meetings will be minuted

c) Meetings are not open for the public to attend. This is due to the exclusion of press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960, because publicity would prejudice the public interest by reason of the confidential nature of the business, concerning contractual and/or personnel issues.

Delegated Powers and responsibility of the Personnel Committee

- a) The committee has devolved powers to resolve employed staff issues and overseeing recruitment. The meeting minutes to be made available to all councillors upon request.
- b) The Committee is empowered to invite specialist professional Officers or advisors to attend meetings to provide guidance as to matters under discussion
- c) Only members of the committee may attend meetings unless specifically summoned
- d) The Council's Code of Conduct and attendant regulations apply to this committee
- e) A member of the Council will not sit as a member of the Personnel Committee if that member is involved in any matter under discussion.
- f) Meetings to be held as and when required but a minimum of two meetings should take place each year.