

Knutsford Town Council

Town Clerk: Adam Keppel-Green

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PERSONNEL COMMITTEE

TERMS OF REFERENCE

1. The Personnel Committee ('the Committee') shall consist of five councillors and, as provided for by Standing Order 61 the Town Mayor (ex officio) and the Deputy Town Mayor (ex officio).
2. The quorum of the Committee shall be four members
3. The Committee has delegated authority to consider and decide on matters related to:

Management of staff (e.g. discipline, staff welfare, remuneration, recruitment, training etc.) Compliance with the Data Protection and Freedom of Information Acts.
Councillor training and development.
4. The Committee shall annually by 31st October, agree a recommended budget for the forthcoming financial year which will be presented for consideration by the Finance Committee.
5. The Committee may authorise expenditure in accordance with the budget approved by Council.
6. The minutes of committee meetings shall be presented to the next practicable meeting of the Council.