

## Terms of Reference

### Personnel Panel

Daventry Town Council appoints a Personnel Panel at its first Full Council meeting each year.

Conditions of Panel listed below:

- A. The Personnel Panel comprises 3 members and 2 reserve members.
- B. The Panel will meet, in consultation with the Chief Officer, *ad hoc*, to consider personnel matters to include staff grievance; discipline; personnel policies, staff pay and conditions, recruitment and ensure arrangements are made for the appraisal of the Chief Officer by the Chair and conducted by August in any Council year.
- C. In matters of policy or recruitment, the Panel is authorised to formulate, in consultation with the Chief Officer, recommendations for consideration and approval by Council.
- D. In matters of staff discipline or grievance or similar matters, the Panel is delegated authority to act on behalf of the Council, in confidence, with the caveat the Council remains the final arbiter in any appeal process.
- E. If a Councillor on the Personnel Panel has a personal or pecuniary interest with either party concerned, they should exclude themselves from the panel and one of the current reserves will be appointed to the panel.
- F. Any panel member breaching confidentiality during any personnel procedure will be excluded from the Personnel Panel with immediate effect for the remainder of the Council year.
- G. One of the two current appointed reserve members will take the place of the excluded Councillor.