



West Mersea
Town Council

PERSONNEL

TERMS OF REFERENCE

Membership

1. The Mayor is ex-officio member with voting rights on all committees.
2. A minimum of Six Councillors will serve on the committee.
3. The Chair of the committee will be the Mayor.
4. The Chair of the committee will be responsible for the committees budget.
5. The committee will consist of Councillors only.
6. A quorum of a minimum of 3 members must be present to hold a meeting. The Mayor or the Deputy Mayor must be one of the three.
7. The committee to report at each full Council meeting.
 - a. These reports may take the forms:
 - i. Decisions made by the committee
 - ii. Financial statement
 - iii. Recommendations to be ratified by the full Council
8. If the minimum amount of 6 Councillors are not present to vote on any financial proposal it must be delayed until next available meeting.
9. At least 5 Councillors must be in unanimous agreement or the financial decision must go to full council.
10. All meetings to be minuted and the minutes circulated to committee members before presentation to the full Council.
11. All correspondence including emails must be copied to the West Mersea Mayor and Deputy Mayor in all cases.

Chairing meetings

The committee will be Chaired by the current Mayor and Vice chair will be the Deputy current Mayor. In the absence of the committee Chair or Vice Chair at any meeting, the committee will postpone meeting to next available meeting.

Principal Objectives

1. WMTC Staff
2. Councillors

Duties and Functions:

- Discuss and consider the following:
 - Staffing issues
 - Staffing wages
 - Staffing expenses
 - Staffing disciplinary action
 - Councillors issues
 - Councillor expenses
 - Councillor disciplinary action
- Any other personnel issue deemed appropriate.

Confidentiality

1. Respect for all members attending the meeting must be upheld at all times.
2. No swearing or shouting.
3. Confidential information that needs to be discussed at the next meeting should be given to the Chairman in writing prior to any meeting so that a confidential section of the meeting can be included on the Agenda (where the public may be asked to leave) at least 7 days' notice is required.
4. Complaints should be put in writing to the Chairman and in the case of the complaint being about the Chairman should be sent directly to the Town Clerk.
5. Raise hand to speak and wait for the person speaking to finish.

Disciplinary action

- Mayor or Deputy to sit with 2 other members for the initial hearing and decision only, if an appeal is required the Mayor or Deputy and other 2 members NOT present at the initial hearing will take the final decision.

Budget

Councillors may spend up to allocated amounts listed below:

- i. A budget to be set and allocated by full council at start of financial year.
- ii. The committee must keep to the Cost Centre agreed annual budget and ensure no overspend should receipts fall. Expenditure may be increased provided approval is given by Full Council.
- iii. The committee Chairman must be present for each financial decision to ensure clarity. Chairman is fully responsible for the Budget.

Urgency Provision

- In the event that an urgent or immediate response is required to a matter within the terms of reference of the committee, the Town Clerk is AUTHORISED following consultation with the chairman or in their absence the Mayor/Deputy Mayor to take such action as is necessary to respond to the situation and to report back to the next available meeting.

Progress Tracker

1. Progress tracker to be used and kept up to date.

Date: 1 December 2016

Minute reference: 6381

Reviewed and updated: 16 May 2019

Minute reference: 19/110

Reviewed: 25 June 2020

Minute reference: 20/138

Next review: June 2021