

## **TERMS OF REFERENCE OF COMMITTEES & SUB-COMMITTEES**

### **Personnel Sub Committee**

Approved by Council - 1 March 2007 - Minute 391

The Personnel Sub Committee is a standing sub committee comprising 5 members of the Council's Policy & Resources Committee established to determine matters relating to personnel and the health and safety of Council employees.

Terms of Reference:

- 1 To consider and determine matters relating to salaries and conditions of service, and health and safety and employment policies relating to all employees of the Council.
- 2 In line with the Council's strategic objectives, to recommend to the Policy and Resources Committee, any changes in the Council's establishment resulting from a management review of the structure.
- 3 To receive reports from the Chief Executive on changes in the Council's staff and recommendations relating to training.
- 4 To consider and make recommendations to the Policy and Resources Committee on the appointment of the Chief Officers and on any matter relating to the conditions of employment of the Chief Executive and Chief Officers.
- 5 To make recommendations to the full Council on the appointment or dismissal of the Chief Executive/Head of the Paid Service and on the dismissal of the Chief Officers.