



TORPOINT TOWN COUNCIL

Committee Terms of Reference

SYSTEMS AND PROCEDURES WORKING PARTY

MEMBERS: - Working party members shall be the Town Mayor and Deputy Town Mayor and the current Chairmen of the Council's three Committees. The Vice Chairmen, other Council members and Officers with specific expertise may be included where necessary, at the discretion of the Town Mayor.

CHAIRMAN: - The Town Mayor will be the Chairman and the Deputy Town Mayor will be the Vice Chairman.

General: - Meetings of this working party can only be called by the Town Mayor on an ad-hoc basis when the need arises.

Decisions cannot be made by this working party, it serves as a group to make recommendations to the Town Council.

Specific Responsibilities –

Under the direction, leadership and guidance of the Town Mayor, the working party shall be accountable and responsible for the following areas of Council activity:

1. All human resources and personnel matters relating to the Council's Management team also, at the request of the Town Clerk & RFO, other issues of a serious nature or with budgetary implications.
2. This includes, but is not limited to:
 - Organisational structure and design
 - Job descriptions
 - Staff remuneration
 - Recruitment
 - Safeguarding
 - Grievances
 - Disciplinaries.
3. The business conducted by this working party is usually in strict confidence with the public and press excluded.