

## **Terms of Reference for Personnel Committee**

1. To consider all matters relating or leading to the employment of personnel by the Council.
2. The Chairman and Vice Chairman shall be elected at the first meeting of the Committee following the Annual Town Council meeting and shall be composed of a Chairman and Vice Chairman plus four other Councillors.
3. To make resolutions (and recommendations direct to the Council where required) including, but not limited to, the following:
  - (a) Staff appointment, retention, conduct, disciplinary and grievance matters, suspension, termination and renewal of fixed term contracts (if any);
  - (b) The constitution of any appointments panel;
  - (c) The constitution of any disciplinary hearings, appeal panels and grievance panels;
  - (d) Preview annual staff appraisals/development reviews;
  - (e) Staff relations, including negotiations with recognised trades unions or employee representatives;
  - (f) Maintain contact with outside bodies who provide specialist advice and assistance in personal matters;
  - (g) Corporate policy matters relating to the employment, remuneration, health, welfare, safety and conditions of service (including superannuation);
  - (h) Provide estimated cost for committee member training to the Policy Resources & Finance Committee each November;
  - (i) Training and development of staff.

### **Delegation to Chairman**

1. Authority to carry out annual appraisals of the Town Clerk in relation to performance, training, development and pay increments.
2. To call an extraordinary meeting should a situation warrant it.

### **Review**

These terms of reference are to be reviewed annually at the Annual Town Council Meeting.