

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

1. To consider all matters relating or leading to the employment of personnel by the Council.
2. 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. Authorisation of annual leave for the Town Clerk.
2. Authority to approve time sheets submitted by the Town Clerk as an accurate record.
3. Authority to carry out annual appraisals of the Town Clerk in relation to performance, training, development and pay increments.
4. Agreement to carry out appraisals with Town Clerk of new staff members during probation period.
5. Permission to write and agree with Town Clerk new contracts or update existing contracts with prospective and existing staff.
6. The right to settle any staffing issue if acceptable by parties involved.
7. To call an extraordinary meeting should a situation warrant it.