

**PERSONNEL COMMITTEE**  
**TERMS OF REFERENCE AND DELEGATED POWERS**

The committee shall be known as the Personnel Committee.

**Mandate:**

To provide advice and to make recommendations to Full Council for approval on any Human Resources matters to ensure that the Council is able to attract and retain a professional, motivated and competent workforce and meets its obligations as an employer.

**Scope:**

- To meet once a year at which the first duty will be to elect a chairperson for that meeting.
- To ensure that staff performance and well-being is regularly appraised and to oversee the resolution of any performance issues that may arise.
- To administer any Personnel related appeal process
- To seek professional advice when necessary

**Membership:**

- 5 Councillors of the Town Council to be elected at the Annual Council meeting in May each year.
- Quorum to be 3 elected members.
- Town Council Clerk to scribe for the annual meeting or appeal meetings unless there is a perceived conflict of interest.
- A Councillor not on the committee to scribe for any appeal process involving the Clerk.

**Terms of Reference:**

1. To review the terms and conditions on which employees hold office.
2. To review the effects of changes in employment law and alterations in National and provincial Agreements on the Council's policies and practices, provided no significant policy or resource issues are involved.
3. The Committee will ensure that the remuneration and benefits offered to existing and new staff is in line with industry standards, is fair and affordable to the Council.
4. To annually moderate the Staff appraisals as carried out by the Clerk and Chair of the Full Council and to resolve any issues arising out of those appraisals at a separate meeting.
5. To annually review the Terms of Reference.
6. To annually review the Job Evaluations carried out by the Clerk for all employees to ensure staff are on the correct level of salary scale and commensurate benefits.
7. To annually review the Job Descriptions of all staff
8. To review the Employee Handbook every five years or as the need arises.
9. To annually review policies and procedures as relates to staff.

**Delegated Powers:**

1. The Committee will debate and set the budget for all staff remuneration, benefits and training by December of each year for Full Council approval for inclusion in the budget.
2. The Committee will recommend and seek approval from the Full Council for changes to staff remuneration and benefits when appropriate.
3. The Committee will have responsibility for investigating and resolving all appeals raised as a result of the appraisal system or as a result of the Town Council's disciplinary or Grievance procedure.
4. The Committee will seek professional advice where necessary

Adopted 18/05/2021