



**Personnel Committee – Terms of Reference (DRAFT – See TC Agenda July 2020)**

- The Committee will comprise up to 5 Members.
- The quorum of the Committee shall be three Members.
- The Committee shall oversee the following roles and functions: -
  1. Monitor all budgets relating to Staff remuneration, benefits and non-statutory training.
  2. Review of personnel policies & the Employee Handbook (for ratification by Full Council).
  3. To recommend to Council the overall Staffing structure and approval of additional or removal of posts.
  4. To recommend the pay and conditions of staff (within Council approved budgets).
  5. Appointment of Permanent Staff.
  6. Consider grievance matters under the Council's Grievance Procedure.
  7. Disciplinary matters under the Council's Disciplinary Procedure.
  8. Recommending individual grading issues and job evaluation within Council approved budgets.
  9. Consider issues relating to the Local Government Pension Scheme as it effects individual employees and administration of retirement.

Oversight of administration of retirement in cases of permanent ill health

10. Review of Pensions Discretions Policies.
11. Approval of job descriptions & person specifications.
12. Consideration of absence issues under the Council's Attendance Management Guidelines.
13. Address Grievance and Disciplinary Appeals.
14. Issue of Contracts of Employment.
15. Development Review and assessment at end of Probationary period.
16. Oversight of Training & Development Plans for staff.
17. Oversight of Freedom of Information and Subject Access Requests; to include consideration of appeals.

(Approved at Town Council meeting dated 21 July 2020 Minute 0141ii)/2021 refers)