



Terms of Reference for the Personnel Committee

Introduction

The Cwmaman Town Council Personnel Committee (hereafter referred to as "the Committee") is established in accordance with the relevant provisions of UK laws and regulations, to oversee all matters pertaining to the employment and welfare of the staff members employed by Cwmaman Town Council (hereafter referred to as "the Council"). The Committee shall function as a sub-committee of the Council and operate within the framework of the Council's constitution and relevant legal requirements.

1. Purpose and Scope

The purpose of the Committee is to ensure fair and transparent employment practices, promote the well-being of staff members, and maintain a positive working environment within the Council. The Committee's responsibilities shall include, but not be limited to:

- a. Recruitment and Selection: Overseeing recruitment procedures, including job descriptions, person specifications, interview panels, and ensuring compliance with equal opportunity and non-discrimination laws.
- b. Staff Appointments: Approving staff appointments in consultation with the relevant departments and ensuring proper contracts of employment are issued.
- c. Staff Training and Development: Reviewing and endorsing training and development plans to enhance the skills and knowledge of Council employees.
- d. Staff Performance and Disciplinary Matters: Monitoring and evaluating staff performance and participating in disciplinary proceedings as appropriate.
- e. Grievance Handling: Assisting in the resolution of employee grievances in accordance with the Council's established policies and UK employment laws.
- f. Staff Welfare: Promoting initiatives that support the welfare and well-being of Council employees.
- g. Policy Recommendations: Formulating and recommending employment policies, benefits, and procedures to the Council for approval.

2. Committee Membership

- a. The Committee shall consist of half of the Council's members, appointed by the Council. The remaining half of the Council's members shall serve on the Appeals Committee.
- b. The Council shall appoint a Chairperson from among the Committee members.
- c. The Clerk to the Council or their designated representative shall serve as the Secretary to the Committee.

d. Committee members should not be directly involved in the day-to-day management of Council staff.

3. Meetings

- a. The Committee shall hold regular meetings as deemed necessary
- b. Additional meetings may be called by the Chairperson or upon request by any Committee member, the Council, or the Clerk to the Council.
- c. Proper notice and agenda for each meeting shall be provided to all Committee members.

Quorum

A quorum for Committee meetings shall be one third of the Committee members, including the Chairperson or their designated representative.

Decision-Making

Decisions made by the Committee shall be by a majority vote. In the event of a tied vote, the Chairperson shall have the casting vote.

Delegated Authority

The Personnel Committee has the delegated power to:

- a. Review and agree the job descriptions for each post.
- b. Oversee the recruitment and appointment of staff and where appropriate and appoint an appointments Committee for the selection of new staff members.
- c. Arrange the execution of new employment contracts and changes to contracts.
- d. Establish and review performance management (including annual appraisals) and staff training programmes.
- e. Oversee processes leading to dismissal of staff (including redundancy), where required.
- f. Keep under review working conditions and health and safety matters.
- g. Monitor and address regular or sustained staff absence.
- h. Consider a grievance or disciplinary matter (but not appeal stages which will be dealt with by the Appeals Committee).
- i. Manage the Council's disciplinary procedures.

Confidentiality

All discussions and information shared during Committee meetings shall be treated as confidential and used solely for the purpose of fulfilling the Committee's responsibilities.

Reporting

- a. The Committee shall provide regular reports to the Council on its activities, decisions, and recommendations.

b. Minutes of all Committee meetings shall be recorded, maintained, and made available to the Council for reference.

Amendments

These Terms of Reference may be amended with the approval of the Council when deemed necessary.

Dissolution

The Council reserves the right to dissolve the Committee if deemed necessary, with appropriate reasons provided.

Signed _____ Date _____

Mayor

Signed _____ Date _____

Approved: Full Council Meeting

Review Date: