

PERSONNEL COMMITTEE

Terms of Reference (Revised – Financial Regulations, Standing Orders & Legislation Aligned)

Membership:	5 Members
Quorum:	3
Ex Officio Members:	Mayor and Deputy Mayor (None-voting unless otherwise Full Council)

Including the Mayor and Deputy Mayor as ex officio members without voting rights on the Personnel Committee reflects best practice in local authority governance, as it preserves political neutrality in sensitive staffing matters, reduces the risk of perceived or actual bias, and ensures that employment decisions remain compliant with employment law and are properly determined by Full Council.

1. Purpose of the Committee
To provide oversight and to make recommendations to Full Council on staffing matters, ensuring the Council acts as a responsible employer in accordance with employment law, Council policy and best practice.
The Committee shall operate in accordance with: <ul style="list-style-type: none">• Employment Rights Act 1996• Equality Act 2010• Local Government and Elections (Wales) Act 2021• Local Government Act 1972• Council Financial Regulations and Standing Orders
2. Delegated Authority Framework (Critical Control Clause)
The Personnel Committee may act within the delegated powers set out below. Where a matter is stated as “final approval by Full Council”, the Committee acts in an advisory or recommending capacity only.
All decisions outside delegation must be referred to Full Council.
3. Staffing Structure and Establishment
<ul style="list-style-type: none">• Review and recommend overall staffing establishments and structure• Recommend creation, deletion or alteration of posts.• Final approval of establishment changes remain with Full Council
4. Pay, Grading and Conditions
<ul style="list-style-type: none">• Review and recommend pay scales, grading structures and conditions of employment• Consider job evaluation outcomes and staffing implications• Final approval remains with Full Council
5. Recruitment and Appointment of Staff
<ul style="list-style-type: none">• Approve recruitment processes and appointment panels• Oversee selection of longlist/ shortlist for senior posts (including the Town Clerk)• Appointment Panel to conduct interviews and recommend appointment
Delegation Structure: <ul style="list-style-type: none">• Town Clerk and staff above spinal column point 28: Recommendation Panel – Full Council approval required• Staff below spinal column point 28: Appointment delegated to Town Clerk with panel support
6. Staffing Appointments (Governance Safeguard)
All appointments must follow approved recruitment procedures.
The appointment and dismissal of the Town Clerk remains exclusively reserved to Full Council.

7. Disciplinary, Capability and Conduct Matters
<ul style="list-style-type: none"> • Town Clerk: handled by Personnel Committee • All other staff: handled by Town Clerk under Council policy <p>Appeals:</p> <ul style="list-style-type: none"> • Appeals panel of three members with no prior involvement • Convened by Chair of Personnel Committee and Mayor or Town Clerk <p>Dismissal of Town Clerk:</p> <ul style="list-style-type: none"> • Must be approved by Full Council
8. Appraisal and Attendance Management
<ul style="list-style-type: none"> • Personnel Committee: Clerk appraisal, performance review and objective setting • Town Clerk: all other staff appraisals • Council retains oversight of appraisal framework
9. Absence and Attendance Management
<ul style="list-style-type: none"> • Managed under council Attendance Policy • Town Clerk manages staff cases • Personnel Committee oversees Clerk-related absence matters
10. Training and Development
<ul style="list-style-type: none"> • Identify training needs for staff and Councillors • Recommend annual training budget to Full Council • Town Clerk manages delivery within approved budget • Clerk training overseen by personnel Committee
11. Probationary Reviews
<ul style="list-style-type: none"> • Town Clerk in consultation with Personnel Committee • Final decisions for Clerk probation rest with Full Council • Other staff managed by Town Clerk under policy
12. HR Policies and Employment Framework
<ul style="list-style-type: none"> • Review and recommend HR policies and Employee Handbook • Final approval rests with Full Council • Monitor implementation and compliance
13. Job Descriptions and Evaluation
<ul style="list-style-type: none"> • Recommend job descriptions and person specifications • Recommend grading outcomes • Final approval rests with Full Council
14. Pension and Retirement Matters
<ul style="list-style-type: none"> • Monitoring issues relating to pension schemes and AVC arrangements • Recommend actions where required • Final approval remains with Full Council
15. Grievance Procedure
<ul style="list-style-type: none"> • Town Clerk manages staff grievances • Personnel Committee handles Clerk grievances • Appeal panel established where required
16. Health and Safety (HR Interface)
<ul style="list-style-type: none"> • Monitor HR related health and safety issues • Ensure identified risks are addressed • Coordinate with appointed safety advisors
17. Redundancy
<ul style="list-style-type: none"> • Personnel Committee develops recommendations • Final approval rests with Full Council

18. Monitoring of Employment Policies
<ul style="list-style-type: none"> • Monitor effectiveness of HR policies • Recommend amendments to Full Council
19. Budget Considerations
<ul style="list-style-type: none"> • Review staffing cost pressures • Recommend staffing and training budget requirements to Full Council
20. Reporting
<ul style="list-style-type: none"> • All decisions affecting employment strategy and finance are reported to Full Council • No implementation outside delegated authority without Council resolution
21. Meetings
<ul style="list-style-type: none"> • The Personnel Committee shall meet as required and at least quarterly, unless otherwise determined by Full Council. • Additional meetings may be convened where urgent staffing matters arise

Meeting/ Governance Clarity (Member Reference Summary)

Governance Overview

Area	Full Council	CDR Committee	Clerk/RFO
Staffing structure	Approve	Recommend	Advise
Pay & conditions	Approve	Recommend	Provide analysis
Recruitment (Clerk & Senior Posts)	Approve appointment	Panel role	Administer
Recruitment (other staff)	Oversight	Panel involvement	Appoint
Clerk dismissal	Approve	Recommend	Administer
Staff discipline	Appeal/ oversight	Handle clerks cases	Manage staff cases
Appraisals	Approve framework	Conduct Clerk appraisal	Staff appraisals
Training budget	Approve	Recommend	Administer
HR Policies	Approve	Review & Recommend	Implement
Redundancy	Approve	Recommend	Support process

Adopted: 06.05.26

Review Date: 19.05.27