

AMMANFORD TOWN COUNCIL
PERSONNEL COMMITTEE TERMS OF REFERENCE

The Personnel Committee deals with staffing related issues including the hiring and management of staff. The Committee will meet quarterly to discuss various issues including training of employees, staffing levels and ensuring that Ammanford Town Council meets its' statutory obligations in line with employment law.

The Personnel Committee was appointed at the Full Council Meeting of Ammanford Town Council on Monday 9th September 2019 and will be reviewed at the Annual General Meeting of Ammanford Town Council.

All members of the Committee will be required to attend the One Voice Wales trainings: Module 3 Council as an Employer and Module 14 – Equality & Diversity, within **three** months of their appointment.

Membership: Maximum of 7 (To include the Mayor & Deputy-Mayor) **Quorum:** 3

The Personnel Committee has the delegated power to:

- Oversee the recruitment and appointment of staff.
- Arrange the execution of new employment contracts and changes to contracts.
- Establish and review performance management (including annual appraisals) and staff training programmes.
- Oversee any process leading to dismissal of staff (including redundancy).
- Keep under review working conditions and health and safety matters.
- Monitor and address regular or sustained staff absence.
- Consider any appeal against a decision in relation to pay.
- Consider a grievance or disciplinary matter (but not appeal stages which will be dealt with by the Appeals Committee).
- Supervise and performance manage the Clerk's work.
- Administer leave requests.
- Record and manage absences.
- Handle grievance and disciplinary matters and pay disputes.

The Personnel Committee will also:

- Establish and keep under review the staffing structure of Ammanford Town Council and make recommendations to Full Council for any changes to the staffing structure.
- Draft, implement and review, monitor and revise policies for staff.
- Establish and review salary pay scales and be responsible for their administration and review.
- Make recommendations on staffing related expenditure to the Full Council (including Pension Schemes and Staff Benefits).
- To consider the results of staff satisfaction surveys and report findings to the Full Council.
- To make recommendations for an annual training programme for the Members of Ammanford Town Council.
- To develop and promote an understanding of diversity and ensure equal opportunities for all staff and applicants for posts within Ammanford Town Council.