



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 whenever required to discuss various issues including training of employees, staffing levels and ensuring the council meets its' statutory obligations in line with employment law, the council's Standing Orders and Financial Regulations.

Members shall be appointed annually at the Council's Annual General Meeting and the Committee shall elect a Chairperson at the first meeting following the Annual General Meeting.

The Chairperson shall be responsible for leading meetings and reporting to the Full Council.

All members of the committee could attend the One Voice Wales trainings: Module 3 Council as an Employer and Module 14 – Equality & Diversity, if they have not already done so within the previous two years.

Membership: Maximum of 5 (To include the Mayor of the Council)

Quorum: 3

The Personnel Committee shall:

- Elect the Chair at the first meeting following the annual meeting of council.
- Establish and keep under review the staffing structure of the council and make recommendations to the council for any changes to the staffing structure.
- Review 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 council (including Pension Schemes and Staff Benefits).
- Consider the results of staff surveys and report findings to the council.
- Develop and promote an understanding of diversity and ensure equal opportunities for all staff and applicants for posts within the council.
- To make recommendations for an annual training programme for the Members of Ammanford Town Council.

The Personnel Committee has the delegated power to:

- Review and agree the job descriptions for each post.
- Oversee the recruitment and appointment of staff and where appropriate, appoint an Appointments Committee for the selection of new staff members.
- Arrange the execution of new employment contracts and changes to contracts.

- Establish and review performance management (including annual appraisals) and staff training programmes.
- Oversee processes leading to dismissal of staff (including redundancy), where required.
- Keep under review working conditions and health and safety matters.
- Monitor and address regular or sustained staff absence.
- Consider a grievance or disciplinary matter (but not appeal stages which will be dealt with by the Appeals Committee).
- Manage the Council's disciplinary procedures.

These Terms of Reference shall be reviewed annually at the Council's Annual General Meeting and amended as necessary to reflect any changes in responsibilities or statutory requirements.

Approved: 19th May 2025
Reviewed: 18th May 2026
Next Review Date: AGM 2027