

---

## PERSONNEL COMMITTEE

### TERMS OF REFERENCE

**9 September 2019**

The Personnel Committee will consist of 5 Members of the Town Council

The Committee has responsibility and delegated power for Ferndown Town Council staff in respect of:-

- The Appointment of Staff
- Conditions of Employment
- Disciplinary and Grievance Issues
- Review of Employment Policies and Procedures once a year
- Review of Health and Safety Risk assessments for employment matters
- Review of the Staff Structure
- Training Needs of Staff
- Review of Staff Absences
- Ensuring that Annual Performance Reviews are completed within 3 months of the end of the financial year

**Delegated to the Mayor, Chairman and Vice Chairman of the Committee (acting together)**

At the request of the Town Clerk and in circumstances deemed to be exceptional and urgent (e.g. health and safety matters) to exercise any powers within the purview of their Committee provided they are satisfied that the decision cannot wait for the next meeting, is not against known Council policy, is financially viable or defensible and is reported to the next ordinary meeting of the Committee. In the event that the Chairman and/or Vice Chairman are absent and cannot be contacted, then this power shall pass to the Town Mayor and/or Deputy Town Mayor of the Council or another member acting with one of those members.