

## Appendix 2 – Terms of Reference

### 1. Current terms of reference:

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

### 2. Proposed terms of reference:

- advise Council on all HR matters relating to Council and its employees in line with Council's Performance Management Policy,
- review staffing levels and structure that will enable Council to continue to deliver high quality services and facilities,
- undertake the management of the Town Clerk's probation period, annual appraisal and agreed annual objectives,
- handle staff grievances and disciplinary action in line with Council's policies,
- approve the payment of reasonable expenses and allowances in relation to staff including attendance at conferences or courses,
- review employees' contracts and conditions of employment, job descriptions, gradings and allowances annually or as required and make recommendations to Full Council,
- oversee the recruitment selection and induction of staff with the Town Clerk in line with Council's Selection, Recruitment and Induction Policy,
- review HR governance documents,
- review staff training requirements within the agreed training budget and in line with Council's Training and Development Policy and evaluate,

- review regularly staff absences,
- review employee's annual appraisal process undertaken by the Town Clerk,
- consider annual pay awards for all employees and make recommendations to Council,
- liaise with Council's external HR contractor to obtain advice, guidance and information where appropriate,
- power to terminate employment of employees on disciplinary grounds subject to the terms and conditions of service (including Code of Conduct, Officer Member Protocol, and Disciplinary Procedures) or Capability Policy or ill-health grounds,
- dismiss employees during the course of reviewing terms and conditions of employment subject to following the appropriate process and obtaining medical and HR advice,
- convene the Council's Disciplinary and Grievance Appeals Panel
- ensure that all Officers are conversant with the Employees Handbook governing their working practices at work
- develop and monitor a robust annual training programme for staff and members in line with the Staff and Councillor Training Policy.