



Clun Town Council with Chapel Lawn

PERSONNEL COMMITTEE TERMS OF REFERENCE

Membership

1. Membership shall comprise five members.
2. Membership of the Committee is established at the annual meeting of the Council.
3. The Committee shall elect a Chairman and Vice-Chairman for each civic year at its first meeting.
4. Three members of the Committee shall constitute a quorum for meetings.

Frequency of meetings

One meeting will be held every year to review all staff contracts and job descriptions and HR policies. Otherwise meetings will be convened as and when necessary; for example, to carry out appraisals, deal with grievance or disciplinary matters, to recruit to staff vacancies or to deal with other emerging personnel issues.

Delegated Powers

Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee's delegated powers. If it is within delegated powers, the minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Council for decision when seeking approval and adoption of the Committee minutes.

Specific Delegated Powers

1. To review staffing structures and levels and make recommendations to the Council.
2. To determine the format for staff appraisals and to appoint 3 of its members to carry out staff annual appraisals and to report findings to Council.
3. To agree and review annually contracts of employment, job descriptions and person specifications for staff.
4. To review staff salaries and terms of conditions and make recommendations to Council.
5. To review the council's pension arrangements and make recommendations to Council.
6. To appoint from its membership a recruitment panel when necessary and

- recommend appointments to Council. Recruitment panels will normally include three members in the case of appointment to the Parish Clerk or RFO posts; and one member of the Committee plus the Clerk for all other posts.
7. To appoint from its membership three members to act as a disciplinary panel as set out in the Staff Handbook and as an appeals panel in the case of any appeal against disciplinary action taken by the Parish Clerk.
 8. To appoint from its membership three members to hear any formal grievance made by the Parish Clerk and any appeal by other staff against the outcome of a grievance investigation undertaken by the Parish Clerk.
 9. To review health and safety at work for all Council employees.
 10. To review all Council policies that relate to staff employment on an annual basis.
 11. To ensure the Council complies with all legislative requirements relating to the employment of staff.
 12. To act as the day-to-day line manager for the Clerk, overseeing the Clerk's and, as appropriate, other staffs' workload and priorities.
 13. To manage the Clerk's and, as appropriate, other staffs' requests for leave, TOIL and sickness absence.
 14. The Council may ask the committee to carry out other personnel related tasks from time to time.

Adopted: 7 October 2025 (Minute 147-2025)
Review: May 2027