

TERMS OF REFERENCE

PERSONNEL COMMITTEE

May 2025

General Purpose: The Personnel Committee (PC) oversees all matters relating to the employment of staff, in particular:-

1. Staff conditions of employment including staff welfare.
2. Management and appraisal of the Clerk to Council.
3. Appointment of staff.
4. Recommendation of salary awards.
5. Recommendation of ex-gratia payments, honoraria or exceptional increments for staff (excluding the Clerk to Council) in consultation with the Clerk to Council.
6. Arrangements to hear any discipline or grievance appeals.
7. Compliance with Health and Safety regulations.
8. The Staff Handbook
9. Continuous professional development of staff.
10. The Council's staffing establishment.
11. To receive regular reports on staff attendance/sickness levels.
12. Submission of items within the Personnel remit to be included in the budget for the following year.
13. To review annually the Terms of Reference prior to the Annual Meeting of Council.
14. To prepare in October a draft budget covering all Personnel expenditure, for submission to the Finance, Administration & Policy Committee, and thence to Council.
15. The Committee to annually review and update the Community Council Whistleblowing Policy.