# cid:C2EEF3C4-1860-4EB6-AC81-CBE7D78C5225 TATWORTH AND FORTON PARISH COUNCIL

**TERMS OF REFERENCE**

**PERSONNEL COMMITTEE**

Adopted by Committee

on 23rd November 2023 Minute

No 05/23

Approved by Full Council

7th December 2023

Minute No 164/23

## AIM

* 1. To make recommendations on behalf of Tatworth and Forton Parish Council on all matters relating to the employment of Staff.

## OBJECTIVE

* 1. To ensure good staff relationships are maintained.

## The Personnel Committee will:

* 1. Maintain an overall view of manpower requirements and the allocation of manpower resources
  2. Oversee personnel policy and staff management issues including annual review of staff salaries
  3. Responsible for health and safety policy
  4. Oversee the appointment of staff
  5. Deal with personnel matters generally and in particular
     1. recruitment and appointment procedures
     2. training
     3. staff welfare
     4. clerk’s appraisals
     5. terms and conditions of service
     6. discipline (all disciplinary action will be referred to the council)
     7. arrangements to hear any discipline or grievance appeals
     8. matters arising under legislation relating to contracts of employment and industrial relations
     9. staff handbook
     10. continuous professional development of staff
     11. training of councillors
     12. review regularly job descriptions
     13. review annually its terms of reference

## THE CLERK WILL:

* 1. Post agendas on all available notice boards

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