



TATWORTH AND FORTON PARISH COUNCIL

TERMS OF REFERENCE

PERSONNEL COMMITTEE

Approved by Committee

on 19th June 2025

Minute No 13/25

Adopted by Full Council

On 4th September 2025

Minute 165/25

1. AIM

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

2. OBJECTIVE

- 2.1 To ensure good staff relationships are maintained.

3. The Personnel Committee will:

- 3.1 Maintain an overall view of manpower requirements and the allocation of manpower resources
- 3.2 Oversee personnel policy and staff management issues including annual review of staff salaries
- 3.3 Responsible for health and safety policy
- 3.4 Oversee the appointment of staff
- 3.5 Deal with personnel matters generally and in particular
 - (i) recruitment and appointment procedures
 - (ii) training
 - (iii) staff welfare
 - (iv) clerk's appraisals
 - (v) terms and conditions of service
 - (vi) discipline (all disciplinary action will be referred to the council)
 - (vii) arrangements to hear any discipline or grievance appeals
 - (viii) matters arising under legislation relating to contracts of employment and industrial relations
 - (ix) staff handbook
 - (x) continuous professional development of staff
 - (xi) training of councillors
 - (xii) review regularly job descriptions
 - (xiii) review annually its terms of reference

4. THE CLERK WILL:

- 4.1 Post agendas on all available notice boards