

Terms of Reference
Personnel Sub-Committee

1. Reporting to the Policy and Resources Committee. The Sub-Committee will meet on an 'as required' basis.
2. Membership
 - 2.1 Three members plus Town Mayor and Deputy Town Mayor ex-officio. The membership shall remain the same for the duration of the Town Council's term of office. (Save the Town Mayor and Deputy Town Mayor who are ex officio).
 - 2.2 Members wishing to serve on this Sub-Committee should provide a brief summary of their qualifications and expertise in the area of personnel matters. These will then be placed before a meeting of the Town Council for a decision as to membership. Members of the Sub-committee will be provided with training on an on-going basis, which they will be expected to undertake.
3. Governance
 - 3.1 To review policies and terms of reference relating to current employment law as recommended by the Town Clerk.
 - 3.2 Any matters delegated by Full Council.
4. Delegated Business
 - 4.1 To support the Town Clerk in the appointment and management of staff.
 - 4.2 To consider where referred by the Town Clerk, and bring to a final conclusion any matters emanating from Grievance and Disciplinary procedures contained in the Contract of Service applicable to all members of staff employed by the Town Council.
 - 4.3 To discuss with the Town Clerk, and staff concerned, any issues relating to staffing levels and re-grading, pay levels and staffing structures and make recommendations to the Policy and Resources Committee.

- 4.4 All matters affecting the appointment, discipline, salary and terms and conditions of the Town Clerk.
- 4.5 To conduct on an annual basis the appraisal of the Town Clerk.
- 4.6 Any other personnel matters delegated by the Policy and Resources Committee or the Town Council.