

CYNGOR TREF **LLANIDLOES** TOWN COUNCIL

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Powys
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Ffôn 01686 412353



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LLANIDLOES TOWN COUNCIL

COMMITTEE TERMS OF REFERENCE

Council Committees

Personnel/Staffing Committee (Quorum 2)

To appoint every 2 years, 3 members from the Council to sit on the Environment & Planning Committee

A Chair is to be appointed every 2 years to the purposes of this Committee.

The Committee will meet as and when necessary to discuss issues relating to Personnel and Staffing.

Delegated authority is given to this Committee to discuss any personnel issues and make recommendations to Full Council for consideration.

The Committee will review and draft all personnel and staff related policies for adoption by the Council.

The Committee will arrange for annual Staff Appraisals to take place. Appraisals of the Staff will be undertaken by the Town Clerk as line manager and maximum of 2 other Committee members. Appraisal of the Town Clerk will be undertaken by maximum of 2 Committee members.

The Committee will submit recommendations to full Council on the establishment, engagement and dismissal of staff and for their cost effective employment and service.

The Committee will be responsible for reviewing the effectiveness of the Town Council work standards and levels of service provided, considering the need for new services and keeping existing ones under review.

The Committee will keep under review, and update where necessary, the Town Council's policies relating to recruitment and employment.

The Committee will make recommendations to Full Council for consideration.

Minutes are to be taken of each meeting and distributed to Full Council for examination and approval at the Council meetings. Appraisals are however confidential and will only be circulated amongst the Committee.

Adopted	20.05.19
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