

# **DRONFIELD TOWN COUNCIL**

## **PERSONNEL COMMITTEE**

### **TERMS OF REFERENCE**

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#### **Membership**

The Committee shall consist of five members of the Council.

#### **Chairman**

At the first meeting of the Committee after the Annual Meeting of the Council, the first business will be to appoint a Chairman of the Committee.

#### **Frequency of Meetings**

Meetings will be held on an ad hoc basis as and when required with a minimum of one meeting per year.

#### **Quorum**

A quorum at each meeting shall be 3 members.

#### **Staff Attendance**

The Town Clerk or Assistant Clerk shall normally be required to attend all meetings. Other staff may, at the Chairman's discretion or the Committee's request, attend meetings as required.

#### **Terms of Reference**

The Committee is appointed to make recommendations to full council relating to the personnel of Dronfield Town Council. All personnel decisions are subject to budget and expenditure limits decided by the Council.

1. To deal with recruitment of Council staff as necessary, not already delegated to the Town Clerk.
2. To determine and approve the establishment and grading of employees for the administration of the Council and such establishments or Council facilities not delegated to the Town Clerk.
3. To approve job descriptions for senior staff.
4. To determine the training and qualification policy of the Council.
5. To hear and determine matters of discipline and efficiency.
6. To ensure that an annual appraisal for all staff takes place.