



TERMS OF REFERENCE RHAYADER TOWN COUNCIL STAFFING AND HR POLICY COMMITTEE

1.0 Purpose

The purpose of the Staffing and HR Policy Committee is to oversee the recruitment and ongoing management and support of all council employees in conjunction with the Clerk.

2.0 The Committee's responsibilities are summarised as follows:

2.1 To ensure adequate HR Policies and Practices are in place and regularly reviewed to ensure they remain relevant

2.2 To ensure adequate resources are in place to enable employees to carry out their roles effectively

2.3 To monitor the performance of the Clerk and any other employees in line with the requirements of the job description and any relevant legislation.

2.4 To ensure the Clerk has appropriate processes in place to ensure the effective performance of any employees reporting to them including annual appraisals.

2.5 To compile Job descriptions in conjunction with the Clerk

2.6 To ensure appropriate recruitment and induction processes are followed

2.7 To ensure annual staff pay reviews are completed and recommendations implemented

2.8 To ensure all staff salary and other payments are reviewed and approved

2.9 To investigate and resolve any complaints or staff grievances in line with appropriate processes.

2.10 To ensure Health and Safety policies are in place and communicated to all employees

2.11 To advise Rhayader Town Council of any matter which could prevent the Committee from carrying out its function or have an adverse effect on Rhayader Town Council or employees.

3.0 Membership and appointment

Membership of the Committee shall comprise: the current council chair, the previous council chair and the vice-chair appointed annually at Rhayader Town Council AGM. Secretarial support shall be provided by the Clerk to the Council

Members may co-opt non-voting persons on to the Committee with relevant skills and experience consistent with these 'Terms of Reference'.

4.0 Chairing

The Chair of the Committee shall be elected at the first meeting of the Committee following the AGM. The Committee will not normally appoint a Vice-Chair but if the Committee Chair is not present at a meeting, the members will elect a Chair for the meeting from amongst their number.

5.0 Quorum

5.1 The Committee shall be quorate when a minimum of three (3) members are present.

5.2 If less than three (3) members are present, the business may still take place, but any decision will require ratification by Rhayader Town Council.

6.0 Voting

Unless an interest is declared all members shall have one vote. In the event of a tie the Chair of the meeting shall have a casting vote. Motions shall be deemed as carried when a simple majority results.

7.0 Frequency of Meetings

In view of its Management function the Committee shall meet as often as is required to carry out that function efficiently but preferably not less than four times per year.

8.0 Record of meetings

The Committee shall keep regular minutes of its meetings.

9.0 Reporting mechanism

The Committee minutes shall be presented to the next Rhayader Town Council meeting for their information / ratification.

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