

St Brides Major Committee Council

TERMS OF REFERENCE: PERSONNEL COMMITTEE

1. To establish and keep under review the staffing structure of the Community Council and to make recommendations for any changes to the Community Council.
2. To draft, implement and review, monitor and revise policies for staff.
3. To establish and review salary paycales and to be responsible for their administration and review.
4. To oversee the recruitment and appointment of staff.
5. To arrange the execution of new employment contracts and changes to contracts.
6. To establish and review performance management (including annual appraisals) and staff training programmes.
7. To oversee any process leading to dismissal of staff (including redundancy).
8. To keep under review working conditions and health and safety matters.
9. To monitor and address regular or sustained staff absence.
10. To make recommendations on staffing related expenditure to the Community Council.
11. To consider any appeal against a decision in relation to pay.
12. To consider a grievance or disciplinary matter (but not appeal stages which will be dealt with by the Appeals Committee).
13. To supervise and performance manage the Clerk's work, to administer leave requests, record and manage absences and handle grievance and disciplinary matters and pay disputes.

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