

GOTHERINGTON PARISH COUNCIL

Staffing Committee - Terms of Reference

Readopted at Annual Parish Council Meeting on 8 May 2018
To be reviewed at the Annual Parish Council Meeting in May 2019

Purpose of Staffing Committee:

This committee is appointed to consider and make decisions regarding all staffing matters subject to budget and expenditure limits set by the Finance Committee

Terms of Reference

1. To establish the staffing structure in consultation with the Finance Committee and to review regularly
2. To draft, implement, review, monitor and revise staff policies as required
3. To establish and review salary pay scales for all staff 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 appraisal and staff training programmes for staff
7. To oversee any processes which lead to dismissal of staff (including redundancy)
8. To keep staff working conditions under review, also health and safety issues
9. To monitor and address regular bouts of sickness and sustained absence
10. To make recommendations on staffing related expenditure to the Finance Committee
11. To consider any appeal against a decision in respect of pay
12. To consider a grievance or disciplinary appeal or any other appeal
13. To supervise and performance manage the Clerk's work, to administer their leave requests, record and monitor their absence, handle grievance, disciplinary and pay disputes