



DRAFT
Staffing & Personnel Committee
Terms of Reference

1. To establish and keep under review the staffing structure.
2. To draft implement, review, monitor and revise policies for staff.
3. To establish and review salary payscales for all categories of staff and to be responsible for their administration.
4. To oversee the recruitment of staff.
5. To arrange execution of new employment contracts and changes to contract.
6. To establish and review performance management (including annual appraisals).
7. To oversee any process leading to dismissal of staff (including redundancy).
8. To keep under review staff working conditions, and Health & Safety matters.
9. To monitor and address regular or sustained staff absence.
10. To make recommendations on staffing related expenditure to the Parish Council.
11. To consider any appeal against a decision in respect of pay.
12. To consider a grievance or disciplinary matter (and any Appeal).
13. To supervise and performance manage the Clerk's work, to administer leave requests, record and monitor absences, and handle grievances and disciplinary matters and pay disputes.