

# **BICKLEIGH PARISH COUNCIL**

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## **BICKLEIGH PARISH COUNCIL**

### **STAFFING COMMITTEE**

### **TERMS OF REFERENCE**

#### **Purpose of staffing committee:**

A minimum of 4 councillors will be appointed by Council to make decisions about staffing matters.

#### Terms of Reference

1. To oversee the recruitment and appointment of staff
2. To recruit and appoint the Clerk/RFO
3. To arrange implementation of employment contracts and changes to contracts
4. To establish and review salary pay scales annually
5. To supervise and performance manage the Clerk/RFO including regular performance appraisals
6. To administer leave requests, record and monitor absences and handle grievance and disciplinary matters
7. To appoint one member of the committee to seek advice for the committee in the event of a dispute between the Clerk and the Council
8. To draft, implement, review and monitor staff policies
9. To organise staff training programmes
10. To review staff working conditions and health and safety matters
11. To consider any Grievance or Disciplinary matters and organise an Appeals Panel who will not be members of the Staffing Committee.
12. To consider recommendations from the Appeal Panel and take necessary action