

ALDWICK PARISH COUNCIL

STAFFING COMMITTEE – TERMS OF REFERENCE

Constitution

Not less than 3 members. A quorum consists of 3 or more. The Chairman and Vice Chairman of Council have ex-officio membership.

The Committee shall meet at least once annually, and on ad hoc occasions as necessary.

Purpose of Staffing Committee

The Committee is appointed to make decisions about staffing matters, subject to budget and expenditure limits set by the Council.

Terms of Reference

1. To establish and keep under review the staffing structure in consultation with the Council.
2. To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review.
3. To oversee the recruitment and appointment of staff.
4. To establish and review performance management, including the annual appraisal process, and staff training programmes.
5. To oversee any process leading to dismissal of staff, including redundancy.
6. To keep under review staff welfare, working conditions and health and safety matters.
7. To consider grievance or disciplinary matters, and any appeals, in accordance with the Council's grievance or disciplinary policies.