

ROMSEY EXTRA



PARISH COUNCIL

STAFFING COMMITTEE

TERMS OF REFERENCE

Purpose of the Staffing Committee

This committee is appointed to consider all matters regarding the employment and conditions of all employees of the council.

Composition

3 council members to be appointed not to include the Chairman as he/she will be required to Chair any appeal.

Terms of reference

- To oversee the recruitment of employees to the council
- To manage, supervise and appraise the Clerk
- To consider the implications of Information Technology on employees and the council
- To arrange the execution of new employment contracts and changes to contracts
- To consider any appeal by the Clerk against a decision on pay
- To consider grievance or disciplinary matters in accordance with the council's grievance (not including any appeal thereon) or disciplinary policies
- To keep under review employee working conditions and health and safety matters relating to employees