

Staffing Sub-Committee Terms of Reference

Prime Objectives

To consider grievance or disciplinary matters (not including any appeal therefrom) referred and to manage the Clerk.

Membership and Frequency of Meetings

The Sub-Committee comprises 4 voting members of the Town Council.

The Sub-Committee reports to the Resource Committee.

The Quorum for this Committee shall be 3 members.

The Staffing Sub-committee will meet as required based on the business to discuss.

Delegated Business

The Sub-Committee has delegated authority and responsibility to deal with the following matters to conclusion:

- To consider grievance or disciplinary matters for all staff in accordance with the council's grievance and disciplinary policies.
- To manage, supervise and appraise the Clerk, administer leave requests, record and monitor absence from work.
- To recommend to the Resource committee any actions regarding the Clerk's performance and to recommend salary and benefit levels for the Clerk.
- To consider any other item that Resource Committee or Full Council deem appropriate.

Adopted: _____