



CALSTOCK PARISH COUNCIL

Terms of Reference

Personnel Committee

The Committee is delegated the following responsibilities:

Personnel and Staffing

- To draft and keep under review the staffing structure of the Council and make recommendations as appropriate
- To keep under review staff work/life balance, working conditions and wellbeing, including the monitoring of absence.
- To keep under review all staff contracts of employment, terms and conditions and make recommendations to full council.
- To monitor the Council's employment policies and procedures in respect of changes to legislation and make recommendations to Council where appropriate.

Performance

- To carry out staff appraisals
- To make recommendations on personnel related expenditure to the Finance Committee of the Council
- To identify training requirements through appraisal and agree staff training programmes

Complaints

- To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure
- To investigate and, where appropriate, hear complaints made under the Council's Grievance and Disciplinary Procedure and take whatever action necessary.

Councillors

- To provide induction training for all new Councillors

.....Chairman