



# 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 (and other relevant) 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

**Signed**

**Chair**

**Date:**