

Staffing Sub-Committee

Quorum: Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

Functions which may be delegated to the Staffing Sub Committee from The Finance and Resources Committee:

- 1) Recruitment of Town Clerk/ Responsible Financial Officer and other staff as required
- 2) Recruitment and selection procedures
- 3) Annual appraisal and development of the Town Clerk/RFO
- 4) Review of staff contracts, job descriptions, and employment policies (specifically to include grievance and discipline policies) every two years
- 5) Review of staff and office accommodation requirements
- 6) Management of rights relating to leave, time off and illness
- 7) Ensure that the Clerk has everything required for managing other staff
- 8) Keep up to date with developments in employment law
- 9) The Staffing Sub-Committee will serve as the disciplinary or grievance panel
- 10) Agree the members to sit on an appeals panel to hear appeals against a decision on a grievance (noting that an appeals panel may be composed of individuals who are not Town Councillors)