

PAINSWICK PARISH COUNCIL

TERMS OF REFERENCE FOR ITS PERSONNEL COMMITTEE

The Personnel Committee will be responsible to the Council for:

1. In general to oversee all matters relating to the employment of staff.
2. Staff Conditions of employment.
3. Management, review and appraisal of the Clerk.
4. Review and appraisal of other employees.
5. Recruitment and selection procedures of staff.
6. Review of salary awards.
7. Arrangements to hear grievances and manage disciplinary issues.
8. Employers/Employees Health and Safety Compliance.
9. Continuous professional development of all staff.
10. Training of Councillors
11. Reviewing staff job descriptions.