

# **PERSONNEL COMMITTEE**

## **TERMS OF REFERENCE**

**May 2009**

1. The Personnel Committee will be responsible to the Council for:
2. In general to oversee all matters relating to the employment of staff. In particular:-
3. Staff conditions of employment.
4. Management and appraisal of the Parish Manager.
5. Appointment of staff.
6. Implementation of salary awards.
7. Recommendation of ex-gratia payments, honoraria or exceptional increments for staff (excluding the Parish Manager) in consultation with the Parish Manager.
8. Arrangements to hear any discipline or grievance appeals.
9. Compliance with Health and Safety regulations.
10. The Staff Handbook.
11. Continuous professional development of staff in consultation with the Parish Manager.
12. Training of Councillors.
13. The Council's staffing establishment.
14. Submission of items within the Personnel remit to be included in the budget for the following year.
15. To call for a review of job descriptions.
16. An annual review of its terms of reference.