



## **PERSONNEL SUB-COMMITTEE**

### **TERMS OF REFERENCE**

#### **COMMITTEE STRUCTURE – 4 MEMBERS**

1. To undertake a review of personnel policies.
2. The administration of national agreements adopted by the Town Council as to conditions of services for all employees.
3. The appointment of senior staff.
4. To review & investigate Grievance/Appeals Policy and procedures.
5. To monitor the training and welfare of staff/councillors.
6. The investigation of staff grievances and other complaints against the Town Council and the preparation of reports for their resolution to the Finance and General Purposes Committee.
7. In the event of an officer of the Town Council on 3 months notice tendering his/her resignation to the Town Clerk, members of the Personnel Sub-Committee will be informed no later than 2 weeks after the notice has been received.
8. Similarly, in the event of an officer's period of notice being only 1 month the Town Clerk will bring the resignation to the attention of the Personnel Sub-Committee with immediate effect.
9. That in the absence of the Town Clerk his/her nominated Deputy would undertake this role.