



## **TERMS OF REFERENCE & PROCEDURES**

### **Personnel Sub-Committee**

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 staff within agreed budget.
4. Grievance/Appeals Policy and procedures.
5. 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.
  - I. In the event of an officer's period of notice being only one month, the Town Clerk will bring the resignation to the attention of the Personnel Sub-Committee with immediate effect.
  - II. That, in the absence of the Town Clerk, his/her nominated Deputy would undertake this role.