



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.
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 of the Town Council on three months notice tendering his/her resignation to the Town Clerk, members of the Personnel Sub-Committee will be informed no later than two weeks after the notice has been received.
 - II. Similarly, 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.
 - III. That, in the absence of the Town Clerk, his/her nominated Deputy would undertake this role.