

BEER PARISH COUNCIL

STAFFING SUB-COMMITTEE - TERMS OF REFERENCE

Purpose of staffing sub-committee:

This sub-committee is appointed to consider grievance or disciplinary matters (not including any appeal therefrom) referred from the staffing committee and to manage the Clerk/Workman & Events Coordinator.

Terms of reference:

1. To consider grievance or disciplinary matters in accordance with the council's grievance or disciplinary policies.
2. To manage, supervise and appraise the Clerk/Workman & Events Coordinator, administer leave requests, record and monitor absences from work.
3. To consider any appeal by the Clerk/Workman & Events Coordinator against a decision on pay.