

BELTON WITH BROWSTON PARISH COUNCIL

PERSONNEL SUB COMMITTEE

TERMS OF REFERENCE

(a) Purpose

The purpose of the Personnel Sub **Committee** is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council for ratification.

(b) Membership

The **Committee** shall comprise 3 Councillor. The **Committee** quorum is **three (3)** and the **Committee** shall meet **as required**.

(c) Functions

The **Committee** will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for:-

- job descriptions/job specifications
- determining or reviewing staff conditions of service and general terms of employment
- creating employee job structures
- special conditions relating to a specific post or individual
- operation of the Council disciplinary, grievance policies
- the committee will be responsible for the operational management of the parish council employees

(d) Confidentiality

Parts of the meetings of this **Committee** will be confidential to the members of the Personnel Committee with the press and the public excluded where appropriate.

Any recommendations made by the committee must be ratified by the Parish Council.