

Much Hadham Parish Council Staffing Committee

Staffing Sub-Committee

Purpose

The Staffing 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/RFO.

Terms of Reference

- To consider grievance or disciplinary matters in accordance with the council's grievance or disciplinary policies
- To manage, supervise and appraise the Clerk / Responsible Financial Officer, administer leave requests, record and monitor absences from work
- To consider any appeal by the Clerk against a decision on pay

The Staffing Sub-Committee will meet as and when required. The members will consist of all the councillors of the Staffing Committee. The quorum shall be three councillors. For any meeting alternate councillors may be appointed as replacements e.g. to cover an absence or when a councillor is conflicted or the subject of a complaint

Notes

1. All meetings of the Staffing Sub-Committee will exclude press and public, under Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted. There will be no advance notification to the public or right to attend a meeting of the Staffing Sub-Committee as its decisions under delegated responsibilities will always concern individual staff members, disclosure of which would breach the obligations of the Council under the Data Protection Act 1998 or be confidential
2. Minutes of the Staffing Sub-Committee are to be presented to the Staffing Committee for information