

Parish Clerk
The Parish Office, The Triangle
Willingdon
East Sussex BN20 9PJ



Office Hours 9 am to 1 pm
Monday to Friday

Telephone: 01323 489603
email: nicola.williamson@

willingdonandjevingtonparishcouncil.co.uk

www.willingdonandjevington.org.uk

Terms of Reference for Personnel Sub-Committee

Appointed by	Finance & Policy Committee
Number of Members	5
Membership Renewed	Annually
Minimum number of meetings	2 Meetings to be held prior to F & GP Meeting
Delegated authority for decisions	Yes
Delegated authority for own budget	No
Can appoint Sub-Committee	No

Areas of responsibility

1. To keep under review the staffing structure in consultation with the Finance & Policy Committee.
2. To draft, implement, review, monitor and revise policies for staff.
3. To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review.
4. To oversee the recruitment and appointment of staff.
5. To arrange execution of new employment contracts and changes to contracts.
6. To establish and review performance management (including annual appraisal) and training programmes for staff.
7. To oversee any process leading to dismissal of staff (including redundancy).
8. To keep under review staff working conditions, and health and safety matters.
9. To monitor attendance and address regular or sustained staff absence.
10. To make recommendations on staffing related expenditure and policies to the Finance and General Purposes Committee.
11. To consider any appeal against a decision in respect of pay.
12. To consider a grievance or disciplinary matter (and any appeal).
13. To delegate any of the above to the Clerk for those staff under their direct supervision.