Battle Town Council

Personnel Sub-Committee

Terms of reference

Objective

To determine personnel policy and staff management issues, including annual reviews of staff salaries.

Specific

1. Review Council policies related to staffing

2. Agree protocols for staff appraisals

3. At the annual appraisal, set the Town Clerk's objectives to reflect the Aims and Objectives of the Council

4. Consider the Town Clerk's salary following annual appraisal and make recommendations to the Finance and General Purposes Committee

5. Review recommendations from the Town Clerk with respect to any salary increases for Council staff following appraisals. Make recommendations to the Finance and General Purposes Committee regarding salary increases

6. Agree training requirements for staff and make recommendations to the Finance and General Purposes Committee

7. Represent the Council on staff selection panels

8. Act as investigating officers should there be a disciplinary action involving the Town Clerk

Membership

The membership shall be the Chair of the Council, two members of the Finance and General Purposes Committee and one additional Councillor. The Chair of the Council shall not chair the Committee.

Mode of operation

Normally to meet twice a year in March and September and otherwise as required.

To report to the Finance and General Purposes Committee.