

SAWSTON PARISH COUNCIL



TERMS OF REFERENCE FOR STAFF MANAGEMENT COMMITTEE

Committee Membership: The Committee shall include the Chair and Vice-Chair of the Parish Council and two elected members of the Parish Council who will be elected at the Annual Parish Council meeting. Employees to attend as appropriate.

a) General

- i To provide a proper dialogue between the Council and its employees.
- ii To ensure that the decisions of the Council are implemented,
- iii To ensure the smooth running of the Council's business
- iv Review the Conditions of Service and Terms of Employment of staff and recommend to the Council accordingly, and to ensure that all staff contracts are prepared and signed.
- v To be responsible for the recruitment, training, promotion, grading and salary conditions of all employees.

b) Financial

To submit to the Finance and General Purposes Committee, on a date to be determined annually, estimates of income and expenditure for the next financial year.

Frequency of meetings – quarterly