

Grainthorpe Parish Council Personnel Committee

Membership and Quorum will be three Members.

Personnel Committee Delegation

The Personnel Committee shall consider and determine the following matters:

- Staff establishment
- Personnel policies and procedures
- Arranging the appraisal of the Clerk
- Any other matter which may be delegated to it by the Council from time to time

The Personnel Committee may also make recommendations relating to:

- Salaries
- Conditions of service
- Staff levels
- Consideration of staffing reviews

The Personnel Committee is delegated to make decisions on the behalf of the Council in the following matters:

- Hearings for grievance, disciplinary and capability matters in accordance with the Council's grievance and disciplinary procedure
- Dealing with any grievance, disciplinary and capability matters to a final conclusion, only reporting to Council when the time for any appeal has passed.

An Appeals Sub-Committee with members appointed by the Council is delegated to make decisions on the behalf of the Council in the following matters:

- Appeals against decisions made by the Personnel Committee in grievance, disciplinary and capability matters
- Dealing with appeals to a final conclusion, only reporting to Council the actions it has taken at the end of the process

Date adopted: June 2024

Approving committee: Full Council

Date of meeting: 8th January 2025

Effective from: 8th January 2025

Date for next review: May 2025