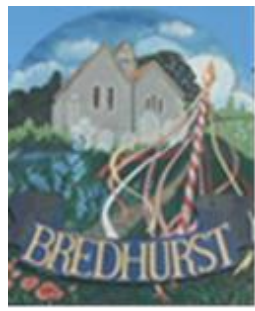


BREDHURST PARISH COUNCIL

Staff Line Management Committee – Terms of Reference

Adopted: December 2020

Reviewed: September 2021



1. The Line Management Committee is a Sub-Committee of the Personnel Committee and may exercise the same delegated functions on behalf of the parish council under the following terms of reference subject to:
 - a. The parish council's approved budget, financial regulations and standing orders
 - b. Any previous minuted decision of the parish council
 - c. Any matters reserved to the parish council by law
2. These Terms of Reference may be reviewed at any time by the Council to ensure they remain appropriate for the requirements of the Parish Council.
3. The purpose of the Line Management Committee is to deal with day to day staffing matters.
4. Line management of the parish clerk may include but not limited to:
 - a. Agreeing job description and identifying key priorities
 - b. Identifying development and training needs
 - c. Appraisals
 - d. Absence management
 - e. Meetings from time to time to discuss workload management
 - f. Disciplinary matters pertaining to the Clerk and, where necessary, to make recommendations to the Personnel Committee and full Council
 - g. Ensure the council is exercising a duty of care for its employee
 - h. Ensure all health and safety needs are met
5. The Line Management Committee will have three members from the Personnel Committee.
6. The quorum will be three members.
7. The Line Management Committee will appoint a Chairman at its first meeting.
8. The committee will review its membership as and when required and, as a minimum, annually at the Annual Meeting of the Parish Council in May.
9. The Line Management Committee will ratify its own minutes and then send these via the Personnel Committee to full Council for information only.
10. The Line Management Committee's minutes will be taken by a member of the Line Management committee.