



GILLINGHAM TOWN COUNCIL STAFF & SALARIES COMMITTEE

TERMS OF REFERENCE

The Staff and Salaries Committee have responsibility for the following:-

- a) Staff recruitment
- b) Staff contracts of employment
- c) Disciplinary and grievance procedure
- d) Staff performance appraisals
- e) Quarterly monitoring of employment costs
- f) Staff Training and approval of training costs.
- g) Managing attendance policy
- h) Approval of weekly payments of wages to manual staff
- i) Approval of monthly payments of salaries to the Town Clerk and administrative staff, town hall cleaner, Inland Revenue and Superannuation Costs