

Steyping Parish Council

Working Practices Group Terms of Reference

Main Function:

The undertaking of all employment related matters and Council policy and procedure documents.

Terms of Reference:

To make recommendations to the Council on all employment related matters including contracts, salary reviews and superannuation and publication of Staff Handbook.

To review Council policy documents in accordance with statutory advice, ie - Standing Orders, Financial Regulations, Code of Conduct, Dispensation Scheme, Scheme of Members Allowances, Discipline and Grievance Procedure.

Protocols ie, Confidential information, use of IT and e-mails, and other policies to maintain good working relationship with Councillors, staff and the general public including Dignity At Work, Councillor/Staff Protocol and Code of Practice for Handling Complaints.

To ensure the Council's Health and Safety Policy is reviewed and updated in accordance with latest legislation, Risk Assessments, Terms of Reference for Committees etc.

Agreed by F&C at their meeting of 03.03.15