

**Berkhamsted Town Council**  
**SUPPORT SERVICES GROUP**  
**Terms of Reference**

- 1 The Support Services Group is a working group reporting to Finance & Policy Committee or Council, whichever is most appropriate and timely. It is empowered to act, within the constraints outlined below, on behalf of the Council in its capacity as employer;
- 2 Relevant matters may also be referred directly to the F & P Committee or Full Council for expediency eg to ratify national pay increases or incremental progression;
- 3 Its membership is generally the Town Mayor and four other councillors. The Town Clerk will also attend to offer advice unless the matter under discussion renders such attendance inappropriate.
- 4 Its meetings will be on an ad hoc basis. Its convenor shall be the Mayor.
- 5 **Remit**
  - (i) Recruitment and selection of staff NB appointment of a Town Clerk, must be endorsed and approved at Full Council. At Berkhamsted Town Council other staffing appointments will also be endorsed at Full Council;
  - (ii) Review the Town Clerk's terms and conditions of employment and those of other staff as required;
  - (iii) Review the performance of the Town Clerk (this may be delegated to one or two members of the group);NB Performance reviews should take place annually as a minimum and at least on a monthly basis during the first six months of employment;
  - (iv) To receive feedback from performance reviews for other staff members undertaken by the Town Clerk and discuss as appropriate;
  - (iii) To discuss the implementation of the disciplinary, sickness absence and poor work performance procedure and to make arrangements for appropriate interviews and reviews in accordance with the Town Council's policies on these matters;
  - (iv) To review the terms and conditions of all staff under the direction of the Clerk, when appropriate;
  - (v) To review employment policies and procedures.