

STAFFING COMMITTEE

TERMS OF REFERENCE

These terms are supplementary to, and do not override, the Parish Council's Standing Orders and/or Financial Regulations. This Committee is appointed under s.101(2) of the Local Government Act 1972.

Purpose of the Committee

The Committee is established to manage and support the employees of the Parish Council including recruitment and welfare.

No one Councillor can act as line manager for the Parish Clerk or any other employee therefore the Staffing Committee is responsible for the line management of the Parish Clerk. The Parish Clerk is responsible for the line management of other employees.

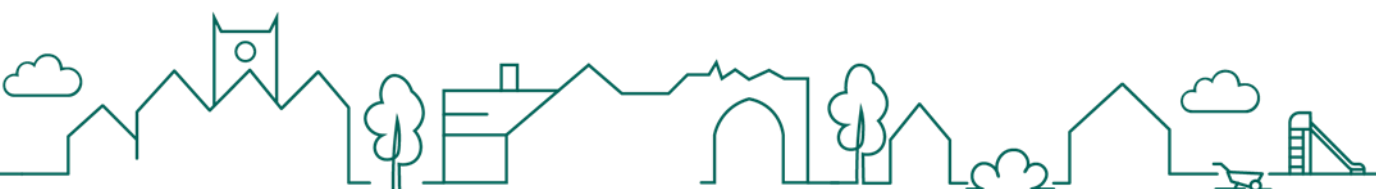
The Committee is responsible for ensuring the Council complies with employment law and follows best practice when employing staff and members of the Committee should be aware of the legal framework for, and good practice in, employment matters.

The following responsibilities also apply:

- To draft and keep under review such policies as are delegated to the Committee by the Full Council, including the Council's Disciplinary Policy, Grievance Policy, Equality & Diversity Policy, Training & Development Policy and to submit any amended or proposed policies to Full Council for approval.
- To review job descriptions and staffing structure and pay scales at least annually, making recommendations to the Full Council for approval in case of significant changes.
- Supervising the Clerk's leave and time off in lieu requests, record and monitor of absences and to handle grievance and disciplinary matters and pay disputes.
- To keep under review staff working conditions, and health and safety matters.
- To manage the recruitment and appointment of the Parish Clerk, making recommendations to the Full Council for approval.
- To oversee the recruitment, induction, training and probation of all new staff in accordance with applicable council policies and legal requirements.
- To oversee staff-performance, staff training and staff development needs in the context of the Council's annual appraisal programme.
- To oversee any process leading to the dismissal of staff, including redundancy.

Membership of the Staffing Committee

1. The Committee shall comprise of three Councillors, including the Parish Chair if he/she wishes to be a member of the Committee.
2. The quorum of the Staffing Committee shall be three members.
3. All members of this Committee shall be appointed at the Annual Parish Council Meeting or, in the case of the resignation of a member(s), by co-option at an ordinary Council meeting.
4. Election of the Committee Chair will be determined at the Annual Parish Council Meeting.
5. Any changes in membership of this Committee must be agreed by Full Council.
6. Non-Councillors cannot be appointed to the Committee.



Meetings

1. This Committee will meet as and when required, in accordance with the Standing Orders and any other related policies.
2. It will usually be necessary to exclude the press and public due to the confidential nature of the business to be transacted.
3. The Parish Clerk will attend meetings as appropriate; except where matters concerning the Parish Clerk (for instance pay, performance, discipline, absence etc.) are to be discussed, and then after having heard from the Parish Clerk as appropriate, the Parish Clerk will be excluded.
4. All minutes of Committee meetings will be provided to the Full Council.
5. The Staffing Committee may invite anyone else to attend meetings as required (who shall not have a vote on any matter).

Reporting and Accountability

The Committee will only have the power to make recommendations which will be ratified at the next meeting of the Full Parish Council. Other matters may be considered by Full Council that are deemed significant enough to require its consideration or approval.

Review Arrangements

The Committee will be a Committee of the Full Parish Council. The appointment of the Committee will be considered at the Annual Parish Council Meeting, who may decide to alter or dissolve the Committee as required.