



Title
Committee/Group
Status
Date

TERMS OF REFERENCE
Staffing Committee
ADOPTED
14th May 2024

-
- 1.0 **Purpose of the Staffing Committee** - The Committee will act on behalf of the Parish Council in respect of all aspects of staffing and ensure adherence by the Parish Council to all employee legislation and guidance.
- 2.0 **Membership – The Committee will comprise at least 3 elected Members of the Council and the Clerk.**
- 2.1 **Chairman** - The Chairman is to be elected annually at the Annual Meeting of the Council.
- 3.0 **Quorum** - The quorum of the Committee shall comprise three elected Members of the Council.
- 4.0 **Voting** - Only the members of the Committee may vote at a meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.
- 5.0 **Frequency** - The Committee will meet at least twice per year in/around September and March
- 6.0 **Location** – The meetings will take place in a location at the Parish Office. This will be specified on the agenda.
- 7.0 **Agendas and Minutes** – Agendas will be issued 3 clear working days before each meeting and Minutes circulated within one week.
- 8.0 **Press and Public** - Due to the confidential nature of this meeting, as per Standing Order 3C, this Committee will not be open to members of press or public.
- 9.0 **Key Responsibilities of the Committee** – The Committee is formed to ensure the Council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety.
10. **Operational Responsibilities** - The Staffing Committee will have the following duties and shall be empowered, within the current structure, to:
- 10.1 Recruit and select replacement staff, with the exception of the post of Parish Clerk/Responsible Financial Officer ('RFO').
- 10.2 Recruit and short-list applicants for the post of Parish Clerk/RFO. The successful short-listed applicants to be interviewed by an Interview Panel appointed by the Council. A recommendation from the Interview Panel will be submitted to the Council to ratify the appointment of Parish Clerk/RFO.
- 10.3 Make a recommendation to Council for the procedure for assessment after the completion of the probationary period for new employees.
- 10.4 Conduct the assessment after completion of the probationary period of a new Parish Clerk/RFO.



Title
Committee/Group
Status
Date

TERMS OF REFERENCE
Staffing Committee
ADOPTED
14th May 2024

-
- 10.5 Deal with any staff disciplinary matter in accordance with the Council's Disciplinary Procedure. The Staffing Committee to elect a Staffing Appeal Committee (who are not members of the Staffing Committee). The Staffing Appeal Committee to report its final decision to the Staffing Committee.
 - 10.6 Deal with any staff grievance in accordance with the Council's Grievance Procedure.
 - 10.7 Review contracts, staffing policies and procedures.
 - 10.8 Consider and implement any changes which are required to comply with employment law, health and safety law and terms and conditions of service as laid by the National Joint Council (NJC) and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).
 - 10.9 Approve requests within the training budget for personal development training and health and safety requirements.
 - 10.10 Review job descriptions, person specification, staff establishment (including promotion regrading, redundancies and fixed term contracts) and to approve all contracts of employment for existing posts.
 - 10.11 Consider and recommend pay awards and payroll management to Council.
 - 10.12 Review staff pension arrangements and make recommendation to Council where appropriate.
 - 10.13 Manage long-term sickness and incidents at work in the lines with the Council's Absence Management Policy.
 - 10.14 Work to determine the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically and to make any necessary recommendations in respect thereof to Council.
 - 10.15 Ensure that all staff have an annual appraisal.
 - 10.16 Ensure that the Parish Clerk has everything required for managing other staff.
 - 10.17 Ensure that the Council is kept up to date with developments in employment law via specialist HR support.
 - 10.18 Be aware of sources of expert advice on employment matters and to ensure that the Council uses such sources when there is any doubt about good employment practice.



Title
Committee/Group
Status
Date

TERMS OF REFERENCE
Staffing Committee
ADOPTED
14th May 2024

- 10.19 Undertake training identified from time to time to support their role as the Council's Staffing Committee; and
- 10.20 Manage any issues referred to the Committee by the Council.
- 11.0 **The Parish Clerk has delegated powers to:**
- 11.1 Manage attendance, short-term sickness absence, return-to-work interviews, annual leave, maternity leave, paternity leave, adoption leave, carer's leave, compassionate leave, flexible leave requirements and staff inductions in line with current agreed Council policies.
- 11.2 Carry out annual staff appraisals, supervision interviews, and training requirements. The Chairman of the Staffing Committee and the Chairman of the Council to carry out the Parish Clerk's staff appraisal and report to the Staffing Committee; and
- 11.3 Undertake staffing interviews accompanied by a Staffing Committee member for any issues where it is deemed necessary.