

# **STAFFING COMMITTEE**

## **TERMS OF REFERENCE**

### **ROLE**

The Staffing Committee is a Standing Committee of the Council. It is responsible for the management, welfare and support of employees of the Parish Council including contractual arrangements, conditions of service and staffing structure.

The Staffing Committee also oversees the recruitment and onboarding processes including interviews, probation and appraisals.

The Staffing Committee ensures that the Council continues to comply with requirements of employment law and follows best practice in providing good working conditions for staff, seeking advice as required.

### **RESPONSIBILITIES**

1. To act in accordance with the adopted Scheme of Delegation for all Committees of Drayton Parish Council, including the authorisation of expenditure
2. To review and make recommendations to Council on relevant employment policies, including but not limited to Health and Safety at Work, Employment Law, NJC Conditions of Service.
3. To implement relevant employment policies, including but not limited to training and development, grievance and disciplinary procedures, complaints, recruitment and dismissal, absence and leave.
4. To receive and respond to internal and external complaints on staff conduct.
5. To oversee the annual staff appraisal process and consider annual pay awards for all employees and make recommendations to Council in respect of staff remuneration and/or terms and conditions of employment.
6. To oversee the recruitment process and make recommendations to Council on appointment of Council Officers and other staff
7. To oversee the grievance and disciplinary process and make recommendations to Council on dismissal of Council Officers and other staff
8. To monitor and performance manage the Parish Clerk, including annual appraisal.
9. To review staffing structure, levels and job descriptions as required.
10. To engage temporary staff as required, in the event of long-term unavailability of an existing member of staff, until such a time as other arrangements can be put in place as directed by Council.
11. To ensure the health and safety of all staff and carry out risk assessments as required.
12. To seek professional advice as necessary to fulfil its obligations as an employer.
13. To consider any other matter which may be delegated to it by the Council from time to time
14. To consider any implication(s) linked to other committees when conducting its business, making decisions and agreeing actions.

## **MEMBERSHIP & TERM OF OFFICE**

The Committee will normally comprise a maximum of 4 members of Council, excluding the Chairman of the Council. Membership and Chairman shall normally be appointed to the Committee at the Annual Meeting of the Parish Council for a term of 12 months.

In the Chairman's absence, the Committee shall nominate one member to Chair the meeting. For the duration of the meeting the acting Chair may exercise any of the powers, duties and responsibilities normally held by the Chair of the Committee. The meeting minutes shall record this arrangement.

## **QUORUM**

The quorum necessary for the transaction of business is 3 members of the Committee.

## **MEETINGS**

Ordinary Committee meetings will typically be held 4 times per year and no fewer than once every 12 months.

## **PUBLIC PARTICIPATION**

Normal public participation is permitted at meetings of the Staffing Committee.

## **MINUTES & REPORTING**

Draft minutes are reviewed by the Chairman and published on the Parish Council website within one calendar month of the meeting. Minutes are approved at the following meeting of the Staffing Committee and published in place of the draft minutes on the website as soon as practicable.

A Synoptic Report, summarising decisions and actions taken by the Committee including any recommendations within its remit, is received at the next meeting of the Parish Council for consideration.

Minutes (draft or approved) are received by Council as soon as practicable after each of its meetings for information.

No minutes are permitted to be confidential. The Clerk, as directed by the Committee, can record sensitive information on a separate report as an annex to the minutes as required.

## **COMMITTEE CLERK**

The Parish Clerk is normally the Clerk to the Committee. The Assistant Clerk & RFO will act as Clerk to the Committee in the absence of the Parish Clerk.

## **SUB-COMMITTEE**

The Staffing Committee may appoint a sub-committee for the purpose of Grievances and Appeals as required.

## **REVIEW**

To ensure its continued efficiency Committees are tasked to review their effectiveness by conducting an annual review of their Terms of Reference at its first meeting of the year and make recommendations for approval by Council at its next available meeting.

Terms of Reference reviewed and adopted by Council on **[date]**.