

## **DRAYTON PARISH COUNCIL**

### **STAFFING COMMITTEE**

#### **TERMS OF REFERENCE**

##### **The Committee Membership**

The committee will be made up of 4 councillors, with 3 Councillors attending the committee shall be quorate.

The committee shall have a Chairman elected at the Annual Parish Council meeting.

Meetings have agendas and minutes and are open to the public (unless dealing with confidential items).

##### **Meetings of the Committee**

The committee will meet as necessary and it will meet at least annually.

##### **Committee Objectives**

To conduct a 12-monthly appraisal for the Clerk

To agree and receive the appraisals for other staff members

To facilitate a six-monthly meeting with all Parish Council staff and two Council members

To establish a recruitment time plan in the event of a vacancy arising

To have the delegated responsibility in relation to the process of recruitment

To deal with grievance or disciplinary matters and review Grievance and Disciplinary policies

To handle complaints about staff members

To review the Training and Development Policy of the Council

##### **Budget**

To have a budget to include training for councillors and staff.

To hold a contingency budget for staff recruitment.

To have delegated authority to take professional advice as necessary on behalf of the Council

##### **Reporting**

To report to Full Council through its minutes. These would then be ordinarily adopted by Full Council.

Date of adoption of these Terms of Reference; 4<sup>th</sup> June 2020

Date reviewed: March 2021

Date to be reviewed: March 2022