TREETON
PARISH COUNCIL

TERMS OF REFERENCE

STAFFING COMMITTEE

Adopted Date: 4th December 2023

Reviewed 13th May 2024

Next Review due: May 2025

Purpose of Staffing Committee

This committee is appointed to manage and support the employees of the Parish Council including recruitment, performance and welfare, make decisions about all staffing matters, subject to budget and expenditure limits decided by the full Parish Council unless stated otherwise.

It will receive reports from the Clerk and make recommendations to Parish Council regarding staffing & office requirements including budget allocations and all policy issues relating to staff.

The Committee will be mindful of:

- The legal framework for, and good practice in, employment matters
- The confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee
- The nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk to the Council of relevant council protocols and policies

Membership and voting

- Membership shall comprise 4 members of the Parish Council with the Chairman of the Staffing Committee having a casting vote
- Members are to be elected at the establishment of the Staffing Committee and thereafter annually at the Annual Meeting of the Parish Council each year in May.
- Election is by show of hands for each members wishing to be a member of this committee with the Chairman of the Parish Council at the meeting at which membership is determined having a casting vote. Any changes in membership of this committee must be agreed by full Parish Council
- At its first meeting following the Annual Meeting of the Parish Council, the committee shall elect a chairman
- The Chairman of the committee will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.
- The Chairman and Vice Chairman of the Parish Council are not ex-officio members of the Staffing Committee only those members duly elected to the committee are eligible to attend and vote to ensure sufficiency of Parish Councillors not involved in the work of the Staffing Committee to hear any appeal.
- Members of the Staffing Committee will not be members of any staffing appeals panel that may have to be formed.

Convening

- The Clerk will convene ordinary meetings of the Staffing Committee as and when required, the committee chairman in consultation with the Clerk, may determine the date and time of its meetings.
- The committee chairman may also convene meetings as he/she feels necessary.
- Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972. Minutes will be taken, approved and retained by the Parish Council in perpetuity.
- The Public and Press may not be admitted to part or all of the Staffing Committee meetings as "In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item

Meetings

- Meetings will be held in accordance with the council's Standing Orders.

Quorum

- The quorum of the committee will be three.

Documentation

- Minutes of all meetings will be recorded by the Clerk or, in the absence of the Clerk, by one of the Parish Councillors present at the meeting.
- Draft minutes will be circulated to all committee members and approved at the next meeting of the committee.
- Depending on timing, either draft or approved minutes will be received by the full Parish Council for information only.

Accountability

- The Staffing Committee has been given delegated power by the full Parish Council to act on behalf of the authority in relation to these defined terms of reference only; any matters outside the committee's terms of reference shall be made to the full Parish Council as a recommendation.

Remit of the Committee

1. To establish and keep under review the staffing structure in consultation with the full Parish Council
2. To draft, implement, review, monitor and revise employment policies for staff.
3. To administer and manage the recruitment process including:
    - agreement of the application pack to include a job advert, job description, person specification and application form with the exception of the Clerk for which responsibility is retained by the full Parish Council

- short listing of candidates including Clerk
- setting an interview date and carrying out interviews including Clerk
- select a suitable candidate for the role from those interviewed determine salary and offer employment subject to references.
- Chairman of Staffing Committee or Clerk on his/her behalf to make verbal offer, subject to satisfactory references and liaise with successful candidate prior to commencement of employment.
- Chairman of Staffing Committee or Clerk on his/her behalf to obtain references
- Chairman of Staffing Committee or Clerk on his/her behalf to liaise with new employee and provide a statement of particulars/contract of employment on day one of employment.

4. Salary recommendations for new staff and regrading recommendations for existing staff will be made to the full Parish Council for decision
5. To arrange the execution of new employment contracts.
6. To have delegated powers to consider and implement/negotiate any changes to contract terms, which are required to comply with staffing law, health and safety law and terms and conditions of service as laid down by the National Joint Council (NJC “Green Book”) (excluding salary level decisions, see point 4above).
7. To implement, monitor and review staff pension arrangements.
8. To appoint a line manager for the Clerk who will have responsibility for day-to-day liaison with the Clerk including working conditions, holiday/leave arrangements; sickness; ensuring workload is acceptable and manageable; ensuring the Clerk has sufficient time to undertake the workload and general well-being of the Clerk in his/her work and appraisal.
9. The line manager will not have decision making powers but will report the liaison/discussions with the Clerk to the Staffing Committee should any decisions be required on any issue.
10. The line manager, in dialogue with the Clerk, will set targets with realistic timescales to achieve them. The targets will be reported to the Staffing Committee and reviewed as part of performance management
11. To establish and review performance management including staff appraisals, which will be held annually and staff training programmes.
12. To manage the process leading to the redundancy of staff.
13. To monitor and address regular or sustained staff absence.
14. To make recommendations on any staffing related expenditure to the full Parish Council
15. To appoint a member of the committee to seek advice for the committee in the event of a dispute between the Council and the Clerk

16. To consider matters arising from the application of the Parish Council's Disciplinary and Grievance Procedures and take all necessary action thereon as and when required under the Parish Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting
17. Consider recommendations from the Appeal Panel and take necessary actions thereon

Where the Committee feels necessary, it may refer any decision for which it has delegated authority, to the full Parish Council.

Review

The Staffing Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting and recommendations for alteration to be made to the full Parish Council.

/srv/doc2pdf/var/files/upload_jehs2fxisohktm2btaesokj2gx.doc