East Goscote Parish Council

Staffing Committee

Terms of Reference – November 2019

**Purpose of staffing committee**

This committee is appointed to make decisions about staffing matters, subject to budget and expenditure limits decided by the full council.

**Membership**

* Membership of the Committee is four councillors: Cllr Malpus,

Cllr C Duffy, Cllr M Webbon and Cllr Nelson (Updated November 2019).

* Membership of the Committee shall be determined at the Annual Meeting of the Council
* The Committee shall appoint a Chairman by election from members of the Committee at the first meeting in any financial year
* The Committee is to comprise of Councillors only
* The Chairman and Vice Chairman of the Parish Council shall be members of the Committee

**Quorum**

The quorum necessary for the transaction of any business shall be three. If the number of Councillors who are members of the Committee (not including those debarred by reason of a declared interest) falls below the required quorum, then the meeting shall be adjourned, and business not transacted shall be transacted at the next full Council meeting, or at the next meeting of the Committee, or on such a day as the Chairman may fix.

**Frequency of Meeting**

The Committee will meet as and when necessary to discuss relevant employment/staffing issues.

**Notice of Meeting**

The Clerk will call a meeting of the Committee at such time as agreed by the Committee or the Committee Chairman and publish the agenda following standard Council practice (3 clear days’ notice)

**Minutes of the Meeting**

Every meeting of the Committee shall be minuted and the minutes agreed by the Committee at its next meeting. The minutes shall then be published according to standard Council practice.

**Area of Responsibility**

The Staffing Committee has **delegated authority** to:

1. To establish and keep under review the staffing structure
2. To draft, implement review and monitor and revise policies for staff
3. To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review
4. To oversee any process leading to dismissal of staff including redundancy
5. To keep up to date with developments in employment law and check that the Council complies with the appropriate requirements
6. To keep up to date with developments in staff related Health and Safety law and check that the council complies with appropriate requirements
7. To monitor and address regular or sustained staff absence
8. To consider a grievance or disciplinary matter (and any appeal)
9. To monitor that the Council follows the best practice in providing good working conditions for its staff including the provision of office accommodation and equipment
10. To conduct a review of contracts, staffing policies and procedures in place on a regular basis and execute new employment contracts
11. To ensure all staff have an annual appraisal
12. To approve job descriptions and take a lead on the recruitment and selection of staff
13. To determine the training and qualifications needs for the staff
14. To consider the benefits/membership and contributions for staff to any council provided pension scheme and review as necessary.
15. To safeguard against bullying, harassment and discrimination against staff
16. To protect the unnecessary disclosure of or use of information about individual staff members

**Delegation of Powers**

The Committee may spend up to its agreed delegated budget without recourse to Full Council on staffing items or cost categories that have been budgeted. Any costs above budget must be referred back to full council.

Approved by full council on November 13th 2019

Signed…………………………………….(Chairman)