

East Goscote Parish Council

Staffing Committee

Terms of Reference – Updated May 2024

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 Needham, Cllr Harris, Cllr Fazackerley, and Cllr Shivers.
- Membership of the Committee shall be determined at the Annual Meeting of the Council
- The Committee shall appoint a Chair by election from members of the Committee at the first meeting in any financial year
- The Committee is to comprise of Councillors only
- The Chair and Vice Chair 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 meeting of the Committee, or on such a day as the Chair 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 Chair 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. However should the staffing committee seek to dismiss a member of staff a report and recommendation should be made to the Full Council for their consideration.
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 and the council is informed that these have been conducted.
 - a) Committee to appoint a panel of 2 members to conduct the Clerks appraisal
 - b) Staff appraisals (other than the Clerk) can be conducted the Clerk and one member.
 - c) The outcomes and action plans of the appraisal to be reported to the staffing committee and not the full council.
12. To approve job descriptions and undertake 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
17. To prepare the staffing budget requirement for discussion by full council at the December meeting when the precept is approved.

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.

Signed.....(Chair)

Date.....