



FOUR MARKS PARISH COUNCIL

Staffing Committee - Terms of Reference

Purpose of the Staffing Committee

The committee is responsible for the employment and welfare of all employees.

No one Councillor can act as line manager for the Clerk or any other employee therefore the Staffing Committee is responsible for the line management of the Clerk. The Clerk is responsible for the line management of other employees.

The Committee is responsible for ensuring Council complies with employment law and follows best practice when employing staff and members of the Committee should be aware of the legal framework for, and good practice in, employment matters. The Committee will manage grievance or disciplinary matters relating to staff conduct and performance.

These regulations are supplementary to, and do not override, the council's standing orders and/or financial regulations.

Terms of Reference

1. Membership

- a. The Committee shall comprise of three members of the Parish Council
- b. Committee meetings shall be subject to a quorum of three members.
- c. Members will be appointed at the annual meeting of the council or, in the case of the resignation of a member(s), or newly co-opted Councillors during the council year at an ordinary council meeting.
- d. At least one Reserve Member will be appointed at the annual meeting of the council or, in the case of the resignation of a member(s), or newly co-opted Councillors during the Council year, at an ordinary council meeting to stand in for members unable to attend but must be summoned accordingly. The Chair and Vice Chair should not be members or reserve members of this Committee.
- e. Changes in membership must be approved by Full Council.
- f. Non-councillors cannot be appointed to the committee.

2. Chair

The Committee will elect a Chair and Vice Chair at their first meeting.

3. Conduct of Meetings

- a. The Committee should carry out all matters in accordance with the Council's standing orders and any other related policies.
- b. All meetings of the Committee will be minuted by the Clerk, relevant committee Clerk, or other designated member.
- c. All minutes of Committee meetings will be provided to the Full Council.
- d. The Committee will meet annually in February, or ad hoc as necessary.
- e. It will usually be necessary to exclude the press and public due to the confidential nature of the business to be transacted.
- f. Members' apologies must be sent to the Clerk in writing (email is acceptable) with as much notice as possible. The apologies will then be approved and Minuted at the meeting.

4. Delegated powers and obligations of the committee

- a. To have fully delegated powers under Section 101 of the Local Government Act 1972.
- b. To manage all elements of recruitment to the post of Clerk, Responsible Financial Officer, Deputy Clerk and Locum Clerks. Recruitment of other posts will be managed by the Clerk. The Committee will be responsible for advertising the vacancy, short listing applicants, conducting interviews, and recommending the successful applicant's appointment to Full Council.
- c. To oversee new employment contracts and changes to existing staff contracts.
- d. To establish and keep under review the staffing structure and establishment.
- e. To review pay scales and benefits for all staff and recommend to full council.
- f. To ensure that statutory and legal duties and obligations are met.
- g. To audit pension and salary payments and arrangements.
- h. To ensure that appraisals for all staff are carried out at least annually and are mutually agreed, documented and a summary is presented to Council with any recommendations and to ensure that any associated actions and outcomes from the appraisals are suitably monitored.
- i. To review and implement all employment policies in consultation with members of staff and to keep under review staff working conditions, and check that staff are following council policies and procedures.
- j. To review job descriptions and person specifications periodically.
- k. To identify training requirements and opportunities and ensure that training needs are met.
- l. To monitor and address regular or sustained staff absence.
- m. To manage any potential or actual grievance or disciplinary matters and matters relating to staff conduct and performance.
- n. To review attendance and any short or long-term sickness.
- o. The Committee can authorise spend from a relevant budget of up to £1000 or consider and make recommendation to Full Council of any expenditure outside the budget allocation, as per the council's financial regulations.
- p. The committee may appoint a working group at any time for the purpose of recruitment or disciplinary issues.
- q. All correspondence shall be conducted through the Clerk.