

Marston Sicca Parish Council

Email: Clerk@marstonsicca-pc.gov.uk

<https://marstonsicca-pc.gov.uk>

STAFFING COMMITTEE

Terms of Reference

Purpose of the Staff Committee

Marston Sicca Full Parish Council appoint this committee to ensure the Council complies with the requirements of employment laws and follows best practice in providing good working conditions for staff. It has the authority to make decisions about staffing matters, subject to budget and expenditure limits decided by the full council unless stated otherwise.

Procedures

1. The committee will consist of three councillors
2. A Chair will be appointed at the first committee meeting, and thereafter at each annual parish council meeting.
3. The Parish Clerk or appointed officer will provide administrative support for the committee.
4. The committee will operate within Marston Sicca Parish Council's Standing Orders, Financial Regulations and Local Government Law.
5. The Public and Press may not be admitted to these 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

1. The Committee shall meet on a need's basis, but at least twice yearly.
2. Only members of the Staffing Committee can vote at a meeting. In the case of an equate vote the Chairman will have the casting vote.
3. Meetings shall not exceed 2 hours, with any unfinished business being taken at the beginning of the next committee meeting. In exceptional circumstances the meeting may be extended with a vote taken by members.
4. The Parish Clerk will take minutes of each meeting. Approved minutes will be provided to full council members at the next full council meeting.
5. If a committee is unable to meet due to being inquorate and execute its delegated powers, business to be transacted on the agenda can be placed on the agenda of the next full council meeting.

Remit of the Committee

1. The Committee is responsible for the employment and welfare of all employees, it can prioritise and manage workloads of employees, within the framework of employment contracts.
2. To review staffing structures and levels and make recommendations to Full Council
3. To administer and manage the recruitment process including job specifications
4. To agree and review annual contracts of employment including hours, job descriptions and salary levels (for the Parish Clerk to also consider the recommendations from NALC).
5. To consult with the Parish Clerk on financial matters and the interviewing process.
6. To manage disciplinary matters and any appeal in accordance with the adopted policies of the Council, and any grievance which must accord with the ACAS Codes of Practice on grievance and disciplinary matters. Matters relating to any appeal must be conducted by different councillors.
7. To establish and review performance management (including staff appraisals including a review of the Parish Clerk's performance)
8. To review and implement any staff training programmes.
9. The Full Council may request further information on any specific matter before a final decision is made by the Committee.
10. Members of the Staffing Committee must be unbiased and manage confidential discussions in a professional manner.

Interests

If a member of the Committee has a personal interest as defined by the Code of Conduct adopted by the Parish Council, then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. If that interest is considered to be prejudicial, he/she must withdraw from the meeting during consideration of the agenda item to which the interest relates.

Policy adopted on.....

Review Date.....