

## **STAFFING COMMITTEE - TERMS OF REFERENCE**

The Staffing Committee is responsible the Council's staffing policies and procedures and all other matters related to the Council's employed staff.

Minutes for committee meetings will be available on the website after the next meeting of the Parish Council. Minutes will note resolutions/decisions only and will not reveal anything of a personal nature.

Due to the confidential nature of the business to be transacted the meetings will not generally be open to the Public or Other Members of the Council.

### Membership

The Committee shall consist of at least three Councillors who will be appointed to the Committee by the Council and thereafter annually at the Annual Meeting of the Council.

The quorum of the Staffing Committee will be three members.

### Administration

Agendas for meetings will be posted three clear days before the meeting date. Meetings will be supported by the Clerk (if appropriate).

Minutes of the meeting will be circulated to all members of Council and will be signed by the Chairman of the Staffing Committee at its next meeting. Supporting papers and any details leading to the resolution will remain confidential.

The Committee will abide by the Council's Standing Orders, Financial Regulations and other adopted policies.

### Chairman

At the first meeting and thereafter at the first meeting after the Annual Meeting of the Parish Council, the Staffing Committee shall elect from its number a Chairman.

### Terms of reference

This Committee will be responsible for the Council's staffing policies and procedures and all other matters related to the Council's employed staff.

The Committee will meet at least once each year to review staffing related policies with full delegated powers, with the exception of the appointment of a Clerk in which the Committee will make a recommendation to full council.

Responsibilities:

- a. To review annually the Grievance and Disciplinary Procedure.
- b. To resolve grievance and disciplinary matters referred to the Council in line with the above policy.
- c. Review the performance of the Clerk
- d. Consider annual staff salary reviews and other remuneration and benefit matters.
- e. To keep under review matters relating to health, safety and welfare of all Council employees.
- f. The Chairman of the Council will provide the line manager function for the Clerk for authorisation of holiday, sick leave and absence from work.
- g. The Clerk will provide line manager function for all other employees.

#### Confidentiality

All members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.