



# PORTREATH

PARISH COUNCIL

**Staffing Committee Terms of Reference**

**Adopted: TBC**

**Review: *Annually on the date of adoption.***

## **1.0 Key Responsibilities**

The key responsibilities of the Staffing Committee are to:

- manage staffing matters on behalf of the council.

The Committee will be mindful:

- of the legal framework for, and good practice in, employment matters
- of the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee
- of the nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk to the Council
- of relevant council protocols and policies

## **2.0 Members**

Five Parish Councillors will be appointed annually at the Annual Council Meeting to include the Parish Council Chairman.

## **3.0 Quorum**

The quorum of the Committee shall be three Members.

## **4.0 Terms of Reference**

To review the Terms of Reference of the Staffing Committee at the first meeting of the Committee after the Annual Council Meeting of Council or when necessary and make appropriate recommendations to the Full Council. The terms of reference and any amendments must be approved by the Full Council.

## **5.0 Voting**

Only members of the committee may vote and participate at a meeting. In the case of an equal vote the Staffing Committee Chairman shall have a second or casting vote.

## **6.0 Interests**

If a Member 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. N.B. If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

## **7.0 Chairman**

The Finance and Staffing Committee Chairman is to be elected annually by the Committee at their first Meeting.

## **8.0 Minutes**

All Minutes shall be open for inspection by any Member of the Parish Council and will be published on the council website.

## **9.0 Admission of the Public and Press**

Admission of The Public and Press - The Public and Press may be admitted to all formal meetings of the committee. If required, they may be temporarily excluded by means of a special resolution as follows: "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".

## **10.0 Procedures**

At the first meeting following the Annual Council Meeting the Committee shall, before proceeding to any other business, elect a Chairman and Vice Chairman who shall hold office for one year. Meetings will be held on a need's basis.

## **11.0 Meeting Duration**

The Staffing Committee meeting will be for a maximum of 2 hours, with any unfinished business being taken at the beginning of the next meeting. In exceptional circumstances the meeting may be extended with a vote taken by Members.

## **12.0 Matters for recommendation to council.**

The Committee will receive reports from the Clerk and make recommendations to Council regarding:

- staffing & office requirements including budget allocations
- all policy issues relating to staff

## **13.0 Specific Delegated Responsibilities**

The Staffing Committee shall have the following specific Staff Management responsibilities:

- a. to be responsible for staff recruitment;
- b. confirm individual Contracts of Employment and all terms and conditions;

- c. plan for regular objective review of the Clerk's performance by this committee and take necessary action thereon;
- d. decide upon annual salary awards;
- e. appoint a member of the committee to seek advice for the committee in the event of a dispute between the Council and the Clerk;
- f. consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon;
- g. as and when required under the Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting;
- h. consider recommendations from the Appeal Panel and take necessary actions thereon.

**Last Reviewed:**

**Date To be Next Reviewed:**

<b>Review Date</b>	<b>Amendment Summary</b>	<b>Date approved</b>