



## Terms of Reference for a Staffing Committee

### Definitions

In this document the following terms have the meanings assigned to them below: -

Chairman	The Chairman of the Committee
Committee	The staffing Committee of the Council
Committee Member	Any person participating in the committee's work under the arrangements set out in the Section headed 'Membership and Quorum'.
Member	An elected or co-opted member of the Stapeley & District Parish Council

### 1. General

- a) These Terms of Reference define the Council's specific responsibilities delegated to the staffing Committee. The conduct of all aspects of the Committee's work shall be treated as confidential and be governed by the Council's Standing Orders.
- b) Specific delegated responsibility decisions of the Committee shall be binding on the Council.
- c) The Committee has no power to authorise expenditure on behalf of the Council. Any expenditure required by the committee as a result of their work will need to be approved by full Council.
- d) Members of the public have no rights to attend confidential sessions of the meetings of the Committee.
- e) The committee will meet on a as required basis with a minimum of once per year.
- f) These Terms of Reference are in accordance with the Council's Standing Orders.

### 2. Duties & Scope of Delegated Responsibilities

- a) The Committee shall undertake the following duties on behalf of the Council:
- b) Performance Management
  - i. To monitor and performance manage the Clerk's work.
  - ii. At least annually to conduct a staff appraisal/annual review with the Clerk. The appraisal is to be undertaken by two members of the committee.
  - iii. To conduct regular reviews with the Clerk during any probationary period. Reviews to be undertaken by two members of the committee.
  - iv. Following the interview to submit a confidential report to the Council. The report should include, where appropriate, any changes in the Clerk's responsibilities and recommendations as to the grading of the post and salary progression (the list of contents is not intended to be exhaustive).
- c) Dispute Resolution Proceedings
  - i. To oversee 'informal' dispute resolution arrangements and the appointment of a trained mediator if required for mediation, conciliation or arbitration.
  - ii. To appoint a Hearing Panel upon any formal grievance issue raised by staff under this Council's \*Grievance Procedure.
  - iii. To appoint a Hearing Panel upon appropriate disciplinary cases as set out the Council's \*Disciplinary Procedure, making recommendation to Council if sanctions are to be imposed.
  - iv. To convene appeals hearing panels where required

### **3. Appointment of new staff**

- a) To oversee recruitment and selection of new employees on behalf of the council (with the Clerk where appropriate) including job description, person specification, advertising, shortlisting, interviewing, reference checking, making recommendation to full Council and defining the induction process.

### **4. Other Duties and Responsibilities**

- a) To establish a programme of training for Councillors and employees such as will encourage professional advancement and make recommendations for expenditure to support these goals.
- b) To review staffing structures in the council and pay-scales annually.
- c) To draft, review and monitor employment policies and procedures.
- d) To recommend the payment of overtime, additional hours and employment related expenses in relation to the employees, as may be deemed necessary.
- e) To monitor absences, holiday and other leave requests for the Clerk.
- f) To keep under review the working conditions and health and safety of the council's staff.
- g) To oversee the termination arrangements for the Council's staff

### **5. Powers**

- a) Subject to the power, set out in section 5b below, the committee shall have no other powers.
- b) The Chairman, subject to the agreement of the committee's members, shall have the power to invite an appropriate expert to attend dispute resolution meetings to advise the committee. Such invited participants shall have the freedom to participate in any enquiry but not to vote.

### **6. Membership and Quorum**

- a) The committee shall consist of 4 members all of whom shall be elected from members of the Council.
- b) The Chair of the Council shall be appointed a member of the committee.
- c) The committee shall appoint one of the members to be the committee's chairman as the committee's first item of business once it meets following the formation of the committee at the annual meeting of the Council.
- d) The quorum shall consist of 3 committee members.

\*Review of highlighted procedures will be required.

**These terms of reference were adopted by full council at the meeting held on the 20th May 2024.**