



STAFFING COMMITTEE – TERMS OF REFERENCE

1. Objective

To oversee the effective management of all members of staff, to be responsible for the recruitment and selection of staff and to ensure the Council fulfils its duties and responsibilities as an employer.

2. Membership

Membership of Staffing Committee will be decided at the Annual Meeting of the Parish Council in May each year.

The Staffing Committee will comprise no more than six members, with three as a quorum. (All non-members of the Committee must remain impartial to any matter being considered by this Committee as they may be required to form an Appeals Committee should the need arise.)

3. Areas of Responsibility

- a) To review staff salaries and terms of conditions and make recommendations to Council.
- b) To agree and review contracts of employment, job descriptions, person specifications for staff and to review the Clerk/RFO performance. The Committee shall make recommendations
- c) To review staffing structures and levels and make recommendations to the Council.
- d) The committee will recruit, retain and develop staff to undertake the work of the council:
 - i. To appoint, from its membership, a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include at least three members in the case of appointment plus the Clerk.

- e) To appoint, members to act as a disciplinary panel as set out in the Green Book and as an appeals panel in the case of any appeal against disciplinary action.
- f) To appoint members to hear any formal grievance.
- g) To review health and safety at work for all Council employees.
- h) To review all Council policies that relate to staff employment on a bi-annual basis or as and when new legislation forces a change in policy.
- i) To ensure the Council complies with all legislative requirements relating to the employment of staff.

4. Meetings

The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Burley Parish Council. The Parish Clerk or the Chairman of the Committee may call additional Committee meetings as and when necessary to ensure that all matters are discussed and resolved within an appropriate timescale.

Minutes of all meetings will be recorded by the Parish Clerk or by any member nominated at the meeting and circulated at the Full Council meetings.

5. Admission of the Public and Press

The Public and Press will be admitted to all meetings of the Committee in line with the Council's Standing Orders. If required, the Committee will have the right to pass a resolution to exclude the press and public in accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 where the Press and Public be excluded from the meeting due to the confidential nature items of discussion. Where the press and public are likely to be excluded from the meeting this will be advertised on the Committee's agenda.

6. Review

These terms of reference are to be reviewed annually.