CLIVE PARISH COUNCIL
STAFFING COMMITTEE: TERMS OF REFERENCE

Date adopted: June 2019, Reviewed: June 2020, 2021, 2022, 2023, 2024, 2025, 2026
Date of next review: June 2027

Purpose of Staffing Committee

This committee is appointed to make decisions and recommendations about all staffing matters, subject to budget and expenditure limits decided by Full Council.

Constitution

1. The Staffing Committee is constituted as a Standing Committee of Clive Parish Council.
2. The Parish Council Standing Orders apply to all Committees.
3. Membership shall comprise of max 8 members, quorum shall be no less than 3 members.
4. Only Committee members may vote and participate at Staffing Committee meetings. In the case of an equal vote, the Chairman of the Committee shall have a second or casting vote.
5. Members of the Committee are appointed at the Annual meeting of the Council.
6. The Committee shall elect a Chairman annually, at their first meeting following the Annual Meeting of the Council.
7. The Committee may determine the number and time of its meetings.
8. The Committee may delegate any of its functions to sub-committees constructed from its members or where appropriate to an officer of the council.

Terms of reference and delegated powers

- To draft, implement, review, monitor, and revise employment policies, and make recommendations to Full Council.
- To review salary pay scales, terms and conditions of employment, and pension schemes for all staff and to make recommendations to Full Council.
- To oversee the recruitment process and ensure the council complies with all legislative requirements relating to the recruitment and employment of staff.
- To make recommendations to Full Council for the appointment of staff.
- To arrange the execution of new or updated employment contracts, job descriptions, and person specifications for staff.
- To establish and review performance management and staff training programmes.
- To keep under review staff working conditions, and health and safety matters.
- To monitor and address regular or sustained staff absence.
- To make recommendations on staffing-related expenditure to the Full Council.
- To consider any appeal against a decision in respect of pay.
- To oversee any process leading to dismissal of staff (including redundancy).
- To consider a grievance or disciplinary matter (and any appeal).
- To oversee and performance manage the clerk's work, to administer his/her leave requests, record and monitor his/her absences, and handle disciplinary matters and pay disputes.
- To oversee the running of the Parish Office.

Review

- Any two members of the Committee may call a meeting via the clerk and include on the agenda a proposal for any item within the Terms of Reference to be discussed.

STAFFING SUB-COMMITTEE: TERMS OF REFERENCE

Date adopted: June 2019, Reviewed: June 2020, 2021, 2022, 2023, 2024, 2025, 2026
Date of next review: June 2027

Purpose of Staffing Sub-Committee

This Sub-Committee is appointed to manage the clerk and to consider grievance and disciplinary matters (not including any appeal therefrom) referred to from the Staffing Committee.

Constitution

1. The Parish Council Standing Orders apply to all Sub-Committees.
2. Membership shall comprise of 3 members, quorum shall be no less than 3 members.
3. Only Sub-Committee members may vote and participate at Committee meetings. In the case of an equal vote the Chairman of the Sub-Committee shall have a second or casting vote.
4. Members of the Sub-Committee are appointed at the Annual meeting of the Council.
5. The Sub-Committee shall elect a Chairman annually, at their first meeting following the Annual Meeting of the Council.
6. The Sub-Committee shall meet a minimum of once a year (for the appraisal of the clerk), but otherwise may determine the number and time of any additional Sub-Committee meetings. By their nature, staff appraisals are confidential and will not open to the public.
7. Where the Sub-Committee is tasked by the Staffing Committee to hold a disciplinary or grievance meeting, no councillor involved in the disciplinary or grievance may sit on the Sub-Committee. In such instances, the Staffing Committee will appoint substitute councillors from its members to form the Sub-Committee.

Terms of reference and delegated powers

- To manage and supervise the clerk, administer leave requests, record and monitor absences from work.
- To undertake the clerk's annual appraisal and review following completion of the probationary period.
- To consider disciplinary or grievance matters in accordance with the Council's disciplinary and grievance arrangements.

Review

- Any two members of the Committee may call a meeting via the clerk and include on the agenda a proposal for any item within the Terms of Reference to be discussed.