

Terms of Reference – Staffing Committee

1 Name & Background

Staffing Committee

2 Type

Standing Committee governed by Council's Standing Orders, regulations including Local Government Act 1972, Section 106.

3 Purpose

- 3.1 The committee is appointed to make recommendations to Full Council about all staffing matters, subject to budget and expenditure limits as laid out by the Finance & Services Committee.
- 3.2 To be the initial point of contact for the Clerk and Councillors to raise questions/concerns relating to staffing levels, performance, pay and contracts.
- 3.3 To be a point of escalation for staff members other than the Clerk to raise questions/concerns relating to staffing levels, performance, pay and contracts.

4 Scope

Matters relating to Officers and employees of Hughenden Parish Council

5 Authority

- 5.1 The committee may expend up to £1,000 per meeting.
- 5.2 The committee may make recommendations to Full Council.
- 5.3 The committee may establish subcommittees and working groups which report to the committee.

6 Membership

- 6.1 The committee shall consist of a maximum of five members.
- 6.2 The quorum shall be three members.
- 6.3 The Clerk as Chief Executive will attend the Staffing Committee to participate in the discussion providing advice as appropriate for the maintenance of good employee relations. The Clerk does not have the right to vote.

7 Meeting Arrangements

The Committee shall meet a minimum of three times per civic year.

8 Reporting

To report to Full Council.

9 Deliverables

- 9.1 To establish and review at regular intervals the staffing structure to best meet the Council's responsibilities & workload.
- 9.2 To review salary paycales for all staff and recommend any changes to Full Council
- 9.3 Review performance management (annual appraisals) and staff training programmes with the Clerk
- 9.4 Oversee the recruitment process and appointment of staff
- 9.5 Oversee any process leading to staff redundancy or dismissal.
- 9.6 Review staff working conditions including wellbeing, health and safety at work.
- 9.7 Monitor and address regular or sustained staff absence.
- 9.8 Consider any appeal against any decision in respect of pay – including overtime.
- 9.9 Supervise & performance manage the Clerk's work, to administer leave requests, record and monitor absences, and authorise overtime.
- 9.10 Review and make recommendations on employment contracts
- 9.11 To draft, review, monitor and revise policies for all staff

10 Staffing Sub-committee: grievance and disciplinary matters

10.1 Purpose

Appointed to consider grievance or disciplinary matters (excluding appeals) referred from the Staffing Committee.

10.2 Members

There should be three councillors not connected with the grievance or disciplinary matter.

11 Review

To review annually in February the policies and Terms of Reference of the committee its subcommittees and working groups.

Date of policy: July 2021

Approving committee: Staffing Committee

Date of committee meeting: 12 July 2021

Policy version reference: V1.1

Supersedes: V1.0

Policy effective from: 13 July 2021

Date for next review: July 2022