

BRIMSCOMBE & THRUPP PARISH COUNCIL



Staffing Committee – Terms of Reference

1) Members

Three Parish Councillors to be appointed annually at AGM, plus the Chair of Parish Council (as ex-officio member).

2) Quorum

The quorum of the Staffing Committee shall be 3 members.

3) Voting

Only Members of the Staffing Committee may vote and participate at the meeting. In case of an equal vote the Chair of the Staffing Committee shall have a casting vote.

4) 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. If the Member considers the interest to be prejudicial, he / she must withdraw from the meeting during consideration of the agenda item to which the interest relates.

5) Chair

The Chair of the Staffing Committee is to be elected annually by the Staffing Committee immediately after the Parish Council AGM and will hold office for one year.

6) Minutes

All minutes shall be available to any Member of the Parish Council. However confidential minutes will be limited in their exposure, as it is important to have some Councillors who are not aware of the full information so that there is scope for 3 to form an appeals panel, should this be needed.

7) Admission of the Public and Press

In accordance with S1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public may be excluded from the meeting during consideration any items of a confidential nature.

8) Responsibilities

The Staffing Committee is responsible for the employment and welfare of any person employed by the Parish Council whether a permanent employee or a temporary employee and the Terms and Conditions of any contracted employee.

9) Procedures

Meetings will be held every six months, ideally in **October** and **April**, and at other times on a needs basis.

10) Terms of Reference

This 'Terms of Reference' is to be reviewed in **December** of each year and approved by the full Parish Council.

11) Meeting Duration

The Staffing Committee meeting to be a maximum of one hour – in exceptional circumstances the meeting may be extended by half an hour following a vote taken by Members.

12) Specific Delegated Powers

- i) To review staffing structures and levels and make recommendations to the Parish Council
- ii) To agree and review annually contracts of employment, job descriptions and personnel specifications for staff and contractors. *See note below regarding Clerk performance review
- iii) To review staff salaries and terms and conditions and make recommendations to the Parish Council
- iv) To act as recruitment panel and recommend appointments to the Parish Council
- v) 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
- vi) To hear formal grievance, save a complaint by the Clerk about the behaviour of a Councillor which will be made to the Monitoring Officer
- vii) To review health and safety at work for Parish Council employees and contractors
- viii) To review all Parish Council policies that relate to staff employment and contractors on an annual basis
- ix) To ensure that the Parish Council complies with all legislative requirements relating to employment of staff and contractors

*It has been agreed that the review of the Clerk performance shall be carried out annually, in **September**, by the Chair of the Staffing Committee, who shall report his / her review to the Staffing Committee at the meeting in **October**, and to the Parish Council at the full Council meeting in **November**.

Adopted: December 2021 (7th December full Council Meeting, minute 8.11)

Reviewed: December 2022 (6th December full Council Meeting, minute 8.10b)

To be reviewed December 2023