

Great Denham Parish Council – Staffing Committee Terms of Reference

Staffing Committee

a. General

- i. Membership of the Staffing Committee and its quorum will be determined by Council.
- ii. The Committee will be mindful:
 1. of the legal framework for, and good practice in, employment matters
 2. of the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee
 3. of the nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk to the Council
 4. of relevant council protocols and policies

b. Matters for delegation to the staffing committee

The Committee will receive reports from the Clerk where required and will:

- i. be responsible for recruitment 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.
- ii. Review and confirm individual Contracts of Employment and all terms and conditions
- iii. make arrangements for regular objective review of the Clerk's performance by this committee; 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).
- iv. decide upon annual salary awards for recommendation to Council
- v. Monitor employee absence, including annual leave requests
- vi. appoint a member of the committee to seek advice for the committee in the event of a dispute between the Council and the Clerk
- vii. consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon
- viii. as and when required under the Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting
- ix. Consider recommendations from the Appeal Panel and take necessary actions thereon.

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c. Matters for recommendation to council

The Committee will make recommendations to Council regarding:

- i. All staff appointments, staffing & office requirements including budget allocations
- ii. all policy issues relating to staff
- iii. all salary changes, for approval by Council
- iv. any changes to employee contracts, including terms and conditions

d. Meetings

The Committee shall meet as required, but at least once a year. The meeting will be summoned by the Chair of the Committee.

- i. Quorum – 3 members of the Committee must be in attendance for the meeting to be considered quorate.
- ii. Minutes: The Chairman shall be responsible for ensuring that proper minutes are kept of all Committee meetings and that where necessary appropriate reports are generated and circulated. The Chairman may make alternative arrangements to undertake this task or to assist him/her in undertaking the work but must ensure that a conflict of interest is not thereby created.
- iii. Members of the Public will not be admitted into the meeting due to the confidential nature of business to be discussed.

e. Alterations to these Terms of Reference

The Terms of Reference can only be changed by Council; recommendations for any alternations can be proposed by the Staffing Committee.