

## Staffing Committee Terms of Reference

This document is based on the Terms of Reference from the Society of Local Council Clerks.

### 1. General

- a. Membership of the Staffing Committee will be available to all members of the Parish Council and its quorum will be three members.
- b. The Committee will be mindful:
  - i. of the legal framework for, and good practice in, employment matters;
  - ii. 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;
  - iii. of the nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk to the Council;
  - iv. of relevant Council protocols and policies.

### 2. Matters for recommendation to Council

The Committee will receive reports from the Clerk and make recommendations to Council regarding:

- a. staffing and office requirements including budget allocations;
- b. all policy issues relating to staff.

### 3. Matters for delegation to the Staffing Committee

The Committee will receive reports from the Clerk and will:

- a. be responsible for staff recruitment;
- b. confirm individual Contracts of Employment and all terms and conditions;
- c. make arrangements for regular objective review of the Clerk's performance by this Committee and take necessary action thereon;
- d. decide upon annual salary awards;
- e. appoint a member of the Committee to seek advice for the Committee in the event of a dispute between the Council and the Clerk;
- f. consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon;
- g. 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;
- h. consider recommendations from the Appeals Panel and take necessary actions thereon.

This policy was adopted at a meeting on 13<sup>th</sup> May 2024 and will be reviewed in two years or sooner should legislation dictate.