

WILLINGTON PARISH COUNCIL

TERMS OF REFERENCE

STAFFING COMMITTEE

These terms are supplementary to, and do not override, the Parish Council's Standing Orders &/or Financial Regulations.

This Committee is appointed under s.101(2) of the 1972 Act.

Membership of the Staffing Committee

3 Members of the Council

Meetings

1. The Committee will meet as and when required.
2. This Committee Meeting will be called in line with WPC's Standing Orders and Financial Regulations.
3. The Public and Press may not be admitted to these meetings as "In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item".
4. In respect of convening ordinary meetings of the Staffing Committee, the Committee Chairman in consultation with the Clerk, may determine the date and time of its meetings.
5. All Members of this Committee shall be appointed at the Annual Council Meeting, and remain as a Committee Member until the Annual Meeting of the following year, unless this is preceded by resignation.
6. Any changes in membership of this Committee must be agreed by Full Council.
7. Election of the Committee Chair will be determined at the Annual Council Meeting.
8. The Clerk or other appropriate officer will record meetings.
9. Standing Orders on rules of debate and all other matters shall apply.
10. Quorum shall be a minimum of one third of total members of the Committee or no less than three.
11. This Committee does not regulate or control finances of the Council.

Purpose of Committee

The committee is established to manage and support the employees of the Parish Council including recruitment and welfare. The following responsibilities apply:

1. To review staffing structures and levels and make recommendations to the Council.
2. To agree and review annually contracts of employment, job descriptions, person specifications for staff and to annually review the Clerk/RFO performance, to be reported to Council.

3. To review staff salaries, pensions and terms of conditions and make recommendations to Council.
4. To appoint, from the Full Council members, a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include at least three members in the case of appointment plus the Clerk.
5. To appoint, from the Full Council, members to act as a disciplinary panel as set out in the Council's Disciplinary Policy, and as an appeals panel in the case of any appeal against disciplinary action.
6. To appoint from the Full Council, members to hear any formal grievance, as per the Council's Grievance Policy.
7. To review health and safety at work for all Council employees.
8. To review all Council policies that relate to staff employment on an annual basis.
9. To ensure the Council complies with all legislative requirements relating to the employment of staff.

Reporting and Accountability

The Committee will only have the power to make recommendations which will be ratified at the next full meeting of the Parish Council.

Other matters may be considered by Full Council that are deemed significant enough to require its consideration or approval.

Review arrangements

The Committee will be a Committee of the Council. The appointment of the Committee will be considered at the Annual Council Meeting who may decide to alter or dissolve the Committee as required.