



# Steeton-with-Eastburn Parish Council

## Terms of Reference: Staffing Committee

**2020**

Adopted by Steeton-with-Eastburn Parish Council at the meeting on  
2 September 2020

Reviewed	Ratified by Parish Council	Planned date of next review
February 2019		February 2020
May 2020/August 2020		May 2021

	Print name	Signature	Date
Chairman			

# Staffing committee terms of reference

## Committee

The Staffing Committee (the 'Committee') is constituted as a Standing Committee of Steeton with Eastburn Parish Council (the 'Council').

## Members

The committee shall comprise 6 members and the quorum of the Committee shall comprise three elected Members of the Council. Membership of the Committee is reviewed annually at the annual meeting of the Parish Council in May. The Committee Chairman is elected at the first meeting of the Committee after this date.

## Voting

Only the Members of the Committee may vote at a meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.

## Interests

If a Member has an interest, as defined by the Code of Conduct adopted by the Parish Council, then s/he shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

N.B. If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

## Meetings

The Committee will meet as required, with a minimum of 3 clear days' notice given. Ordinary meetings will be convened by the Clerk. In the absence of the Clerk or, in the case of extra-ordinary meetings, the Committee Chairman will convene meetings.

The Public and Press may be admitted to all meetings. If required, they may be temporarily excluded by means of a special resolution.

## Terms of Reference

The Committee will review the Terms of Reference of the Staffing Committee and associated policies at the first meeting of the Committee after the Annual Meeting of the Council or when necessary and make appropriate recommendations to the Council.

## Responsibilities:

*Primary Purpose* - to ensure the Council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety. The Staffing Committee will have the following duties and shall be empowered, within the current structure, to:

1. Draft, implement, review, monitor and revise policies for staff.  
Approve requests within the training budget for personal development training and health and safety requirements.  
Ensure that the Council is kept up to date with developments in employment law via specialist HR support.  
Be aware of sources of expert advice on employment matters and to ensure that the Council uses such sources when there is any doubt about good employment practice;  
Manage any issues referred to the Committee by the Council.
2. Establish and review salary pay scales for staff and to be responsible for their administration and review.  
Review job descriptions, person specification, staff establishment (including promotion regrading, redundancies and fixed term contracts) and to approve all contracts of employment for existing posts.  
Consider and recommend pay awards and payroll management to Council.
3. Oversee the recruitment and appointment of staff.  
The staffing Committee has the delegated power to recruit and short-list applicants for the post of Parish Clerk/RFO. The successful short-listed applicants are interviewed by an Interview Panel appointed by the Committee.  
A recommendation from the Interview Panel will be submitted to the Council to ratify the appointment of Parish Clerk/RFO.
4. Arrange execution of new employment contracts and changes to contracts.

5. Review staff pension arrangements and make recommendation to Council where appropriate
6. Establish and review performance management (including annual appraisals) and staff training programmes for staff.  
Conduct the assessment after completion of the probationary period of a new Parish Clerk/RFO.  
Ensure that all staff have an annual appraisal  
The Chairman of the Staffing Committee and the Chairman of the Council to carry out the Parish Clerk's staff appraisal and report to the Staffing Committee and full council
7. To oversee any process leading to dismissal of staff (including redundancy)  
Deal with any staff disciplinary matter in accordance with the Council's Disciplinary Procedure.  
The Staffing Committee elect a Staffing Appeal Committee from Members of the staffing Committee.  
The Staffing Appeal Committee to report its final decision to the full council.
8. To keep under review staff working conditions, and health and safety matters.  
Review contracts, staffing policies and procedures.  
Consider and implement any changes which are required to comply with employment law, health and safety law and terms and conditions of service as laid by the National Joint Council (NJC) and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC) Work to determine the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically and to make any necessary recommendations in respect thereof to Council.
9. To monitor and address regular or sustained staff absence.  
Manage long-term sickness and incidents at work in the lines with the Council's Absence Management Policy.
10. To make recommendations to help form the budget relating to staff expenditure.
11. To consider a grievance or disciplinary matter (and any appeal)  
Deal with any staff grievance in accordance with the Council's Grievance Procedure.
12. To supervise and performance manage the Clerk's work, to administer their leave requests, record and monitor their absences, and handle grievance and disciplinary matters and pay disputes.
13. Undertake training identified from time to time to support their role as the Council's Staffing Committee.
14. To report any changes in any of the points above to full Parish Council.