

## Creech St Michael Parish Council

Policy Title	Staffing Committee Terms of Reference
Applies to	All councillors, employees and volunteers
Date Created	15 <sup>th</sup> May 2022
Date Approved by Council	
Minute Reference	
Author	
Review Cycle	Annually
Review Dates	

## **1. Introduction**

1.1 The aim of this Committee is to develop strategy and policy in all matters relating to human resources and to take employment related decisions on behalf of the PC where directed.

1.2 This Committee shall aim to provide effective employee management in all matters relating to the employees of the PC and to help ensure that the PC is exercising an adequate duty of care for all of its employees.

1.3 This Committee has delegated powers to act on behalf of the Full PC in relation to the defined terms of reference. Any recommendations outside the Personnel Committee's terms of reference shall be made to the Full PC.

1.4 This Committee shall be administered and managed in accordance with these Terms of Reference and the PC's Standing Orders.

## **2. Membership**

2.1 This Committee shall consist of at least three Parish Councillors (with both genders to be represented if possible) to be elected every year at the Annual Meeting of the PC.

2.2 The Committee may allow non-Parish Councillors to join [laypersons] but would need the approval, by majority, from the Parish Councillors who are on the Staffing Committee. The number of Parish Councillors on the Staffing Committee should always exceed the laypersons.

2.3 Three Parish Councillor members of the Committee shall constitute a quorum.

2.4 Members of the Staffing Committee shall not hear any Appeals made to the Staffing Committee.

2.5 The Chairman and, if necessary, the Vice-Chairman are to be elected annually at the first meeting of the Staffing Committee following the Annual Meeting of the PC and shall hold office until the next Annual PC Meeting. The Chairman of the Staffing Committee must always be a Parish Councillor.

2.6 In the event of the resignation, death or disqualification of a Parish Councillor during the year any vacancy on the Staffing Committee will be filled at the next meeting of the Full PC.

2.7 Substitutions are not permitted in the event of a Member's absence from a meeting of the Staffing Committee.

## **3. Meetings**

3.1 The Clerk will call Staffing Committee meetings as and when necessary.

3.2 Members will be summoned to attend meetings which will usually be held in CSM Village Hall.

3.3 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.

3.4 The first item of business on the agenda of a Staffing Committee meeting will make provision for the Committee to resolve, where necessary, to exclude members of the public under the Public Bodies (Admission to Meetings) Act 1960.

#### 4. Documentation

4.1 Minutes of all meetings will be taken and circulated for approval at the next meeting of the Staffing Committee meeting.

4.2 Reports from each meeting of the Staffing Committee will be circulated for information ahead of the next Full PC meetings.

4.3 Reports, documents and correspondence relating to this Committee may remain confidential within the PC.

4.4 All correspondence shall be conducted through the Clerk.

#### 5. Scope

5.1 The Staffing Committee to have full delegated powers to consider and take decisions on the PC's staffing levels and requirements.

5.2 The Staffing Committee to have full delegated powers for the recruitment and selection of all employees, with the exception of the post of Clerk/RFO (see 5.4 below).

5.3 Applicants for roles other than the Clerk/RFO can be short-listed by a Staffing Sub-Committee. Successful short-listed applicants to be interviewed by the Chair of the Staffing Committee and the Clerk, who can ratify the appointment of a new employee.

5.4 The Staffing Committee have delegated powers to advertise and short list applicants for the post of Clerk/RFO. The successful short-listed applicants to be interviewed by a panel of three members of the Staffing Committee. A recommendation from the Staffing Committee will be submitted to full PC to ratify the appointment of a new Clerk/RFO.

5.5 The Staffing Committee to have delegated powers to ensure job descriptions, person specifications, employee establishment (including promotion and re-grading) and contracts of employment remain relevant and updated.

5.6 The Staffing Committee is to make recommendations on pay awards, honoraria and increments to the PC for decision.

5.7 The Staffing Committee to have a regular programme for Member Development and to monitor Members behaviour to ensure that skills are up to date and appropriate to the effective running of the Council. The Committee will also ensure that all employees have regular training as appropriate. It will also submit proposals in respect of salaries and training of all employees to the Finance Sub Committee, not later than the end of October each year.

5.8 The Staffing Committee to have delegated powers to consider and implement any changes, which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council\* (NJC "Green Book") and recommended by National Association of Local PCs (NALC) and Society of Local PC Clerks (SLCC).

(Note\* To the extent that any Parish employees are covered by the NJC Green book.)

5.9 The Staffing Committee to have delegated powers to administer the first stages of the PC's Disciplinary and Grievance Procedures. Second stage Disciplinary and Grievance appeals will be heard by a separate Appeals Committee constituted if needed. Dismissal of employees can only be undertaken on recommendation to, and with agreement of the full council.

5.10 The Staffing Committee will appoint one of its members, usually the Chair of the Committee, to act as Line Manager to the Clerk/Responsible Financial Officer.

5.11 The Staffing Sub Committee will develop and keep under review a scheme of delegation of powers to the Clerk and Responsible Financial Officer;

The powers to be delegated to the Clerk, as Proper Officer and Responsible Financial Officer are to ensure the efficient dispatch of the Council's business as the Clerk is the Council's Chief Executive and works for it as a Corporate Body. The Clerk has the prime responsibility for the administration of the Council, for managing all other employees and resources and for carrying out the Council's decisions.

5.12 The Staffing Committee to have delegated powers in respect of annual employee appraisals. All employee appraisals will be carried out by the Staffing Committee at least annually.

5.14 The Committee must at all times consider its duty to best value, Equal Opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights.

5.15 The Committee will have no jurisdiction about complaints made against Councillors. Complaints against members are dealt with under the members Code of Conduct and are to be made/reported to be dealt with by the Monitoring Officer of the SWTC.

## **6. Review**

6.1 The Staffing Committee's Terms of Reference are to be reviewed annually and agreed by CSM PC.

## **7. Appeals**

7.1 An Appeals Committee will adjudicate on all Appeals received to decisions reached by the Staffing Committee. An Appeals Cttee will be established timely upon receipt of an appeal with a membership of at least 3 Parish Councillors (with a gender balance if possible) who have not been involved in the issue raised and are not members of the Staffing Cttee.