

TALATON PARISH COUNCIL

TERMS OF REFERENCE - STAFFING COMMITTEE

1. Membership

The Committee shall consist of a minimum of four Talaton Parish Councillors (`Councillors`).

Non Councillors may not be members.

The quorum of the Staffing Committee will be three members.

The Chair of Talaton Parish Council (`the Council`) shall automatically be a member of the Committee unless otherwise excluded. The Chair & Vice Chair of the Committee will be appointed at the first committee meeting following the Annual Parish Council Meeting. All members shall comply with the Code of Conduct and the Councils Standing Orders.

2. Meetings

The Committee shall meet a minimum of once a year, with additional meetings scheduled `as and when` necessary.

Meetings will be in private rather than in public due to the confidential nature of business.

3. Confidentiality

All members must preserve confidentiality of all individual staffing matters pertaining to the business of the committee.

4. Delegated Powers

The Committee will hold delegated powers to deal with all employment and recruitment issues with reports and recommendations made to the Council as necessary. In cases of emergency that will not wait until the next Council meeting, the Committee will have full powers to act on behalf of the Council and will report back to the Council at its next meeting

5. Responsibilities

The Committee's primary purpose is to ensure the Council complies with the requirements of employment laws and follows best practice in providing good working conditions for employees.

1.The Chair of the Council will provide line-manager function for the Clerk to the Parish Council (`the Clerk`), including responsibility for day-to-day matters, such as authorisation of holiday, sick leave and absence from work.

2. The Chair of the Council or the Chair of the Staffing Ctte shall carry out the annual review of performance and appraisal of the Clerk subject to the Council resolving at a Council meeting for this course of action to be carried out. Following the annual review of performance and appraisal having been carried out it shall be reported in writing and will be subject to approval by resolution of the Council

3. The Clerk will provide line-manager function for other employees (if applicable) , including responsibility for day-to-day matters, such as authorisation of holiday, sick leave and absence from work and carrying out the annual performance review and appraisal

4. The Committee will:

a. Advise the Council on human resources aspects of the Council

b. Consider the annual pay awards for all employed by the Council

c. Meet to discuss the staffing budget requirements each year which will then be considered by the Council during the budget setting process.

d. Carry out initial personnel investigations and request relevant supporting documents and evidence when and where appropriate.

e. Deal with any employee disciplinary matter in accordance with the Council's disciplinary procedure (contained in the Council's Grievance and Disciplinary Policy) insofar that it is within the remit of the Staffing Ctte

f. Deal with any employee grievance in accordance with the Council's grievance procedure (contained in the Council's Grievance and Disciplinary Policy) insofar that it is within the remit of the Staffing Ctte

g. Review all employment policies and procedures periodically, including the Grievance and Disciplinary Policy.