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**STAFFING COMMITTEE**

**TERMS OF REFERENCE**

# Introduction

The Staffing Committee is established to provide effective and professional management of all matters related to the employees of the council. To provide a duty of care to employees and to take steps to protect the wellbeing of employees.

# Purpose

To maintain the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically and report any recommendations for change to the Full Council

The Staffing Committee has delegated powers to act on the behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Staffing Committee’s terms of reference shall be made to the Full Council

The conduct of all aspects of the Committee’s work shall be governed by the Council’s Standing Orders and most aspects will be treated as confidential.

# Membership

The membership of the Committee shall consist of those Members of the Council duly appointed by the Council. At the first meeting of the Staffing Committee the Chair and Vice Chair shall be chosen by the committee members and thereafter following the Annual Council Meeting.

Membership to be a maximum of 4 Councillors.

The Chair and Vice Chair of the Parish Council can attend ‘ex officio’. If the meeting is inquorate, then the Parish Council Chair will be given voting rights for that meeting only. If the Parish Council Vice Chair is representing the Parish Council Chair and the meeting is inquorate, then they will be given voting rights for that meeting only.

A member will not be eligible for nomination to the committee – or if already a member must step down – if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by, or relating to, a member of staff during the previous 12 months. A Member must also not be eligible for nomination to the committee if they have a declarable interest in staffing matters.

Meetings will be held in public but it is likely that some of the work of the committee will fall under the part II arrangements.

They will be held as and when required, but at least once annually.

# Quorum

The quorum for a meeting shall be no less than 3. If the number of members present (not including those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned, and business shall be transacted at the next meeting or on such other day as the Chair may agree

# Delegated Power

The Staffing Committee is authorised to make binding decisions on behalf of Great Boughton Parish Council regarding all aspects of its responsibilities listed below, subject to such decisions being in accordance with the Council’s adopted policies and approved budget and provided that in all cases the meeting is quorate.

The Clerk reports to the Staffing Committee and the Staffing Committee reports to the Council.

# Sub Committees and Working Groups

The Staffing Committee shall be able to form Working Groups to study any aspect of the Committee’s sphere of activity, as it considers appropriate.

# Limitations

The Local Government Act 1972 section 112 gives local councils the powers to employ staff to enable them to carry out their statutory functions and powers.

Local council staff will work regularly and directly with individual Councillors, but it is the Council (as a corporate body), not its Councillors, that is the employer.

# Responsibilities

To consider all aspects of the Council's staffing establishment, including:

* 1. All aspects of the recruitment, retention, remuneration, training and health and safety aspects of the Council’s staff in accordance with the Council’s Recruitment Policy. Elected Members will be responsible for recruitment of the Clerk and may be involved in the recruitment and succession planning for other members of staff, at the discretion of the Clerk.
  2. Carry out an annual review of the Council’s staffing provision.
  3. Be responsible on an annual basis for the review of salaries.
  4. To review and monitor the training and development needs of staff, including monitoring and supporting staff who are undertaking training and development.
  5. To ensure that annual appraisals for all staff are carried out, agree and monitor any associated actions and outcomes.
  6. Reporting back to Council the outcome of the Clerk’s annual appraisal undertaken as per the Council’s staff appraisal policy.
  7. To deal with all matters relating to staff conduct, disciplinary matters, grievances and appeals.
  8. Consider and implement any changes which are required to comply with Employment Law, Health & Safety Law and Terms and Conditions of Service.
  9. To consider and implement any changes which are required to comply with legislation and Terms and Conditions of Service as laid down by [the National Joint Council (Green Book)](https://www.local.gov.uk/local-government-terms-and-conditions-green-book), the National agreement on pay and conditions of service for local Government Services, in accordance and recommended by the National Association of Local Councils and Society of Local Council Clerks.
  10. Responsible for the preparation and submission of budget proposals in respect of salaries and employees training to the Finance Working Party/Full Council.
  11. To receive reports from the Clerk in respect of attendance, short and long-term sickness, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, compassionate leave, and flexible leave requirements and with delegated powers to resolve any associated matters.
  12. Review employment policies/procedures for recommendation to the Full Council for approval.
  13. Review pay awards and increments for recommendation to the Full Council for approval.
  14. Ensuring that confidentiality is maintained over all staffing matters under the Data Protection Act 1998 and the Code of Conduct by all members of the Council.

# Review

These Terms of Reference will be reviewed annually in May.