

ELSTON PARISH COUNCIL

STAFFING COMMITTEE

TERMS OF REFERENCE

1. Name & Background

Staffing Committee

A Staffing Committee is being re-established to ensure the Clerk has sufficient line management support.

2. Type

Standing Committee governed by Council's Standing Orders, and regulations including the Local Government Act 1972, Section 106.

3. Purpose

- 3.1 The Staffing Committee is appointed with delegated responsibility to address all staffing matters, with the exception of grievance and disciplinary appeals and dismissal decisions which require a Full Council decision, subject to budget and expenditure limits.
- 3.2 To be the initial point of contact for the Clerk and Councillors to raise questions/concerns relating to staffing levels, performance, pay and contracts.
- 3.3 To be a point of escalation for staff members to raise questions/concerns relating to staffing levels, performance, pay and contracts.

4. Scope

- 4.1 To establish and keep under review the staffing structure of the Parish Council in consultation with Full Council.
- 4.2 To establish and review salary pay scales for all categories of Parish Council staff and to be responsible for their administration and review.
- 4.3 To manage the recruitment process and appointment of Parish Council staff.
- 4.4 To establish and maintain appropriate performance management processes.
- 4.5 To administer leave requests and authorise overtime.
- 4.6 To manage any process leading to dismissal of a member of Parish Council staff including redundancy.
- 4.7 To keep under review staff workloads and ensure Full Council have an awareness of staff workloads which should be taken into account when resolving to undertake new projects.
- 4.8 To review staff working conditions including wellbeing, health, and safety at work.
- 4.9 To monitor staff absence and address regular or sustained staff absence.
- 4.10 To consider any appeal against a decision in respect of pay.
- 4.11 To consider grievance or disciplinary matters (excluding appeals).

- 4.12 To consider any problems referred to the Staffing Committee by or on behalf of individual members of staff.

5. Authority

- 5.1 The Staffing Committee may only incur expenditure subject to the budget and expenditure limits approved by the Full Council.
- 5.2 The Staffing Committee has delegated authority to address all staffing matters, with the exception of grievance and disciplinary appeals and dismissal decisions which require a Full Council decision.

6. Membership

- 6.1 The Staffing Committee shall comprise four members of Elston Parish Council, excluding the Parish Council Chair, to be selected by Full Council.
- 6.2 Any changes in membership of the Staffing Committee will be approved by Full Council at the next available meeting.
- 6.3 The quorum of the Staffing Committee shall be three of its members including the member selected to act as Chair.
- 6.4 The Clerk will attend the Staffing Committee, to participate in the discussion providing advice as appropriate for the maintenance of good employee relations. The Clerk does not have a vote.

7. Meeting Arrangements

- 7.1 The Staffing Committee shall meet a minimum of two times per year in July and September.
- 7.2 The Chair of the Staffing Committee has the power to call an extraordinary meeting outside of the pre-determined meeting schedule as required.
- 7.3 If the Chair of the Staffing Committee does not call an extraordinary meeting within 7 days of having been requested to do so by two members of the Staffing Committee, any two members of the Staffing Committee may convene an extraordinary meeting of the Staffing Committee.
- 7.4 The Staffing Committee may appoint a Sub-Committee if required.

8. Minutes & Reporting

- 8.1 Meetings of the Staffing Committee shall be minuted with resolutions by the Clerk or a member of the Staffing Committee if more suitable.
- 8.2 The minutes and resolutions of each Staffing Committee meeting shall be made available for scrutiny at the next Full Council meeting.