

Harmston Parish Council

TERMS OF REFERENCE FOR THE STAFFING COMMITTEE

13 July 2021

Rev 2

1. Membership of the Staffing Committee:

- 1.1. As agreed at the Annual Meeting of Harmston Parish Council
- 1.2. The quorum of the committee shall be three of its members

2. Chair of the Staffing Committee

- 2.1. The committee shall appoint by way of a vote its own chairman at the first meeting of the committee and at the first meeting after the Annual Meeting of Harmston Parish Council

3. Meetings

- 3.1. Meetings may be called by the Committee Chair or by 2 committee members and shall include at least 1 meeting per year (it is anticipated there will be more than 1)
- 3.2. An Agenda must be circulated to all committee members, full council members and posted on the council website
- 3.3. Meetings can be held virtually if a physical meeting is not practicable

4. Minutes of Committee Meetings

- 4.1. Meetings shall be minuted by a committee member decided at the start of each meeting
- 4.2. The minutes of each meeting of the committee shall be made available for scrutiny at the next full Council meeting

5. Powers of the Staffing Committee

- 5.1. Committee may make any decisions on staffing matters which the full council is empowered to make, subject to the following provisos:
 - 5.1.1. The Council's overall payroll budget not to be exceeded by more than 5% as a result of such decisions
 - 5.1.2. In the event of a staff vacancy, the cost of advertising not to exceed £250
 - 5.1.3. Any other expenditure authorised by the committee (e.g. fees for legal advice) not to exceed £500 in total in any one financial year

6. Responsibilities and Areas of Operation of the Staffing Committee

- 6.1. To establish and keep under review the staffing structure of the Parish Council in consultation with the full Council
- 6.2. To establish and review salary pay scales for all categories of Parish Council staff and to be responsible for their administration and review
- 6.3. To recruit and appoint Parish Council staff such as the Parish Clerk/RFO
- 6.4. To arrange execution of new employment contracts and changes to contracts
- 6.5. To establish and review performance management and staff training programmes as appropriate

- 6.6. To oversee any process leading to dismissal of a member of Parish Council staff, including redundancy
- 6.7. To keep under review staff working conditions
- 6.8. To monitor and address regular or sustained staff absence
- 6.9. To consider any appeal against a decision in respect of pay
- 6.10. To consider grievance or disciplinary matters (and any appeals)
- 6.11. To consider any problems referred to the committee by or on behalf of individual members of staff