

HOOE PARISH COUNCIL

TERMS OF REFERENCE FOR THE STAFFING COMMITTEE

1. PURPOSE

- 1.1 The Staffing Committee is constituted to oversee and implement the council's obligation as an employer under Employment Legislation, Standing Orders and to follow best practice.

2. GOVERNANCE OF STAFFING COMMITTEE

- 2.1 The Staffing Committee shall comprise of all members of the Parish Council
- 2.2 The Chairman and Vice Chairman of the Staffing Committee shall be elected by the membership at the first committee meeting or following the Parish Council's Annual General Meeting.
- 2.3 The Staffing Committee shall review and approve the terms of reference annually following the Parish Council's Annual General Meeting.
- 2.4 The Staffing Committee shall be constituted each year at the Parish Council's Annual General Meeting.

3. QUORUM

- 3.1 The quorum shall consist of a minimum of three members.

4. POWERS AND RESPONSIBILITIES

- 4.1 The Staffing Committee is appointed under section 101(2) of the Local Government Act 1972 and has delegated powers to deal with all matters relating to the clerk's employment, procedures, and policies.
- 4.2 All members must preserve confidentiality on staff matters pertaining to the business of the Staffing Committee
- 4.3 The Chairman of the Parish Council shall provide a line management function to the clerk, such as authorisation of holiday, notification of sickness absence, training as required, and any other immediate staffing matter that may arise. The Vice Chairman shall assist with the line management if the Chairman is on holiday, absent or not available.

5. STAFFING COMMITTEE RESPONSIBILITIES

- 5.1 The parish council to carry out its obligations as an employer under current employment legislation.

- 5.2 To annually review the council's employment practices and policies.
- 5.3 To undertake staff recruitment and selection as and when required.
- 5.4 To agree and review the clerk's job description, terms and conditions as set out in the contract of employment and undertake a salary review periodically.
- 5.5 To appoint two members of the parish council to act in the capacity as the employer to undertake the annual appraisal of the clerk's performance, agree targets for the following year and to review the staff training programme / ongoing development required for the role. The nominated members shall undertake the appropriate training prior to the employee appraisal.
- 5.6 To deal with any complaint, grievance or disciplinary matter.
- 5.7 To review the working conditions and health and safety compliance obligations under the employer's duty of care obligations.

6. **CONFIDENTIALITY**

- 6.1 The Staff Committee meetings of this committee will remain **confidential** and NOT be open to the public unless statutory requirements state otherwise

COMMITTEE MEETINGS

The Staffing Committee meetings will only be convened when business is required to be transacted.