

# Hooe Parish Council

## Staffing Committee Agenda

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Date: 25<sup>th</sup> June 2024

1 Thorne Farm Cottages  
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Bexhill on Sea  
East Sussex  
TN39 5JP

I hereby give notice that all Councillors are summoned to attend a Staffing Committee meeting on Monday 1<sup>st</sup> July 2024 at 6.30pm at the village hall when it is proposed to transact the business stated below.

Signed: Jane Warrener – Clerk (Proper Officer/ RFO) to Hooe Parish Council

### Business To Be Transacted

1. **To request for nominations and select a chairman for the Staffing Committee**
2. **To request for nominations and select a vice chairman for the Staffing Committee**
3. **To receive apologies and reasons for absence** in accordance with the Local Government Act 1972 S85 (1)
4. **Disclosure of Interests**  
Interests in accordance with the Localism Act 2011 and the Parish Council code of conduct.  
To receive councillors' declarations of interest regarding matters on the agenda and consider any written requests or dispensation as a result. Any changes to register of interests should be notified to the clerk.
5. **Minutes of the Previous Meetings** to be agreed and signed as a true record.  
To approve and sign the Confidential Minutes of the Staffing Committee Meeting held on the 29<sup>th</sup> April 2024 as a true record.
6. **To exclude the public for agenda item 8 the following resolution must be passed.**  
That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the business to be transacted.

### Matters For Consideration and Resolution

7. **To discuss and agree the Terms of Reference for the Staffing Committee**
8. **To discuss the Clerk's employment contractual arrangements, workload levels, appraisal arrangements, staffing budget and receive the responses to points raised at the last Staffing Committee meeting and to agree any actions required.**

In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting will be recorded as an aide memoire for the clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record. Members of the public should be aware that being present at a meeting of the Council or one of its committees or sub-committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present. A person or persons recording the parish meeting are reminded that the "Public Session" period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.

# 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.

### 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.