

Ilton Parish Council

Staffing Committee Terms of Reference

These terms are supplementary to, and do not override, the Parish Councils Standing Orders &/or Financial Regulations.

Remit

The Staffing Committee has been established to manage the Council's staffing arrangements.

Meetings

1. The Staffing Committee will meet as and when required.
2. The Committee Meeting will be called in line with Ilton Parish Council's Standing Orders and Financial Regulations.
3. Four Councillors will be members of the Staffing Committee and its quorum shall be three.
4. All Members of this Committee shall be appointed at the Annual Parish Council Meeting and remain as a Committee Member until the Annual Parish Council Meeting of the following year unless this is preceded by resignation.
5. Any changes in membership of this Committee must be agreed by Full Council.
6. Election of the Committee Chair will be determined at the Annual Parish Council Meeting.
7. The Clerk or other appropriate officer will record meetings.

Terms of Reference

1. To be the focal point of all staffing issues and consider and make recommendations to Council on any staffing related issues.
2. The Committee is to comprise of Councillors only.
3. To manage the overall workload of the Parish Clerk, ensuring adequate resources for the activities of the Council
4. To keep up to date with developments in employment law and check that the Council complies with the appropriate requirements.
5. To keep up to date with developments in staff related health and safety law and check that the Council complies with the appropriate requirements, including risk assessments.
6. To monitor that the Council follows best practice in providing good working conditions for its staff including the provision of office equipment.
7. To conduct a review of contracts, staffing policies and procedures on a regular basis, including grievance, disciplinary and appeals procedures.
8. To ensure that the Parish Clerk has an annual appraisal.
9. To approve job descriptions and take a lead on the recruitment and selection of staff.
10. To make recommendations to council on staff remuneration.
11. To determine the training and qualification needs for the council and staff.

Reporting and Accountability

The Committee will only have the power to make recommendations which will be ratified at the next full meeting of the Parish Council.

Other matters may be considered by Full Council that are deemed significant enough to require its consideration or approval.

Review Arrangements

The Committee will be a Committee of the Council. The appointments of the Committee will be considered at the Annual Parish Council Meeting who may decide to alter or dissolve the Committee as required.