

TERMS OF REFERENCE

Staffing Committee, Cholsey Parish Council

Document History

Version	Date	Details
1	10/05/2023	Approved at Annual Council meeting

1. Committee remit

1.1 The Staffing Committee is responsible for the recruitment and employment of Cholsey Parish Council's team of staff.

1.2 The Staffing Committee will be mindful of:

- a. The legal framework for, and good practice in, employment matters
- b. The confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Staffing Committee
- c. The contract, benchmarking and terms of conditions for the employment of the Clerk to the Council and of other staff members
- d. Relevant Council policies and procedures

2. Committee structure

2.1 The Staffing Committee will be constituted at the Annual Council meeting in May each year.

2.2 The Staffing Committee will consist of 3 members with a quorum of 3. The Full Council Chair will not be a member of the Staffing Committee.

2.3 The Staffing Committee will elect its own Chair at its first meeting after the Annual Council meeting. The Staffing Committee may also appoint a Vice-Chair.

2.4 The Staffing Committee will meet at least once a year prior to the agreement of staff pay increases.

2.5 The Staffing Committee Chair will be responsible for calling meetings, and may make alternative arrangements to undertake this task while ensuring that a conflict of interest is not thereby created.

2.6 Minutes shall be taken by a Staffing Committee member or the Clerk as appropriate, as decided by the Staffing Committee Chair, while ensuring that a conflict of interest is not thereby created.

3. Specific responsibilities

3.1 All powers shall be exercised in accordance with the Standing Orders and other policies adopted by the Council.

3.2 The Staffing Committee shall regularly (at least annually) review the Council's Staffing and

Health and Safety policies and practices, ensuring that these are up-to-date and in place.

3.3 The Staffing Committee will receive reports from the Clerk and make recommendations to the Council regarding:

- 3.3.1 Staffing and office requirements including budget allocations
- 3.3.2 Staff salaries including annual pay increases
- 3.3.3 Policy issues relating to staff

3.4 The Staffing Committee will receive reports from the Clerk and has delegated authority from Cholsey Parish Council to:

- 3.4.1 be responsible for staff recruitment, working with the Clerk as appropriate
- 3.4.2 confirm individual contracts of employment, job descriptions and all terms and conditions
- 3.4.3 arrange regular objective review of the Clerk's performance and take necessary action thereon; in particular, at least annually arrange a staff appraisal involving the Clerk, Council Chair and Staffing Committee Chair
- 3.4.4 appoint a member of the Staffing Committee to seek advice for the Committee in the event of a dispute between the Council and the Clerk
- 3.4.5 consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon
- 3.4.6 as and when required under the Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chair of the Appeals Panel who will initiate an Appeals Panel Meeting
- 3.4.7 consider recommendations from the Appeal Panel and take necessary actions thereon

4. Review

This Terms of Reference document was approved for use at the meeting of the Parish Council on 10th May 2023 and shall be reviewed at least annually, or sooner should legislation dictate.

Signed by

Cllr Lis Nixon

Chair of Cholsey Parish Council