

Warbleton Parish Council

Staffing Committee Terms of Reference

These terms are supplementary to, and do not override, the Parish Council's Standing Orders and/or Financial Regulations.

This Committee is appointed under s.101(2) of the 1972 Act.

Membership of the Staffing Committee

Membership shall consist of [X] members of the council.

The appointment of the Committee to be agreed at the Parish Council Meeting [26 October 2023] and thereafter shall be elected at the Annual Meeting of the Council.

The Committee will be a Committee of the Council.

Purpose of the Committee and areas of Responsibility

1. To ensure that the council carries out its obligations as an employer and complies with all legislative requirements relating to the employment of staff
2. To regularly review the council's employment practices, policies and contracts
3. To consider and make recommendations to the parish council for learning and development budgets in line with financial regulations
4. To review the Clerk/RFO's performance on an annual basis, to be reported to Council
5. To review staff salaries, pensions, and terms and conditions and make recommendations to the Council
6. To appoint, from the Full Council members, a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include at least three members in the case of employment plus the Clerk
7. To appoint, from the Full Council, members to act as a disciplinary panel as set out in the Council's Disciplinary Policy
8. To appoint from the Full Council, members to hear any formal grievance, as per the Council's Grievance Policy
9. To Review all Council policies that relate to staff employment on an annual basis

Meetings:

1. The Committee will meet as and when required
2. The Committee Meeting will be called in line with Warbleton parish Council's Standing Orders and Financial Regulations
3. The Public and Press may not be admitted to these meetings as "In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item"

4. In respect of conveneing ordinary meetings of the Staffing Committee, the Committee Chairman in consultation with the Clerk, may determine the date and time of its meetings
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 initial appointment of the Committee and thereafter at the Annual Meeting of the Council
7. The Clerk or other appropriate officer will record meetings
8. Standing Orders on rules of debate and all other matters shall apply
9. Quorum shall be a minimum of one third of total members of the Committee or no less than three

Reporting and Accountability

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