



AGREED TERMS OF REFERENCE FOR THE STAFFING COMMITTEE:

Adopted by resolution: 14/12/2020

1. Objective

To provide effective and professional staff management of all matters related to the employees of the Community Council.

2. Membership:

The committee shall comprise 3 members in total.

- 3 members to be elected at the Annual General Meeting of the Community Council.
- Members appointed until May 2021 are Cllrs Richard Searl, Jeff Beard and Vanessa Matthews

3. Chair/Vice Chair

To be elected annually at the first committee meeting following the Annual meeting of the Community Council. The Chair until May 2021 is Cllr Jeff Beard.

4. Quorum

The quorum of the committee shall be 3 Community Council members.

5. In attendance

The Proper Officer may be requested to attend any meeting.

6. Meetings

- Meetings shall be scheduled for 7 days prior to the Full Council meeting. (this will normally be a Monday but may differ in the event of a bank holiday)
- The Proper officer will 'call' the meeting and summon members to attend in accordance with standing orders.

7. Public participation

Meetings are not open to the public on the grounds that the agendas normally concern the conduct and terms of service of employees.

8. Minutes

- Minutes of all meetings will be recorded by the Proper Officer (or delegated) and circulated to all members of the committee and to all Full Council members.
- All resolutions and recommendations made to Full Council shall be

recorded in the minutes of the appropriate meeting.

9. Accountability and Scope

The Chair of the Staffing Committee is responsible for performing the annual appraisal of the senior officers and is the first point of contact for senior officers on staffing and employment policy issues.

10. Delegated Powers: The Staffing Committee has delegated powers for the following:

- For the recruitment and selection of all staff for recommendation to Full Council for approval
- To recruit and short list applicants for the post of Clerk/Proper Officer/RFO. The successful short-listed applicants to be interviewed by Staffing Committee. Members of Full Council can participate in interviews where requested. A recommendation from the Staffing Committee will be submitted to Full Council to ratify the appointment of Clerk/Proper Officer/RFO.
- Considering and implementing any changes which are required to comply with Employment Law, Health & Safety Law and Terms and Conditions of Service.
- Reviewing job descriptions, person specifications and all contracts of employment for recommendation to Full Council for approval.
- Managing long-term sickness and incidents at work in line with the Council's policies and current contracts of employment.
- Reviewing employment policies/procedures for recommendation to Full Council for approval.
- Reviewing and preparing budget proposals in respect of salaries and employees training to Full Council.
- Reviewing employees pay awards and increments for recommendation to Full Council.
- Overseeing the first part of a disciplinary investigation in line with the Council's Disciplinary Policy which includes appointing an investigator and deciding if any disciplinary action against the employee will or will not be taken.
- Overseeing an employee's formal grievance(s) in line with the Council's grievance procedures.
- Ensuring that confidentiality is maintained over all staffing matters under Data Protection Regulations.
- Approving the employee's annual review and appraisal undertaken by the Chair of the Staffing Committee or in his/her absence, another member of the staffing committee.
- Reporting back to Full Council the outcome of the Clerk's annual appraisal.