

West Ilsley Parish Council

Staffing Committee Terms of Reference

Version Number	2	Minute Reference	23/085
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1. General

1.1 Membership of the Staffing Committee will be determined by the Full Council at each Annual Meeting. The committee will contain 3 Councillors. The remaining 3 Councillors will be available for the Disciplinary/Grievance Committee.

1.2 The Committee will be mindful of:

1.1.1 The legal framework for, and good practice in, employment matters.

1.1.2 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 Committee.

1.1.3 The nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk to the Council.

1.1.4 Relevant council protocols and policies.

2. Matters for Recommendation to Council

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

2.1.1 Staffing & office requirements including budget allocations.

2.1.2 All policy issues relating to staff.

3. Matters for Delegation to the Staffing Committee

3.1 The Committee will receive reports from the Clerk and will:

3.1.1 Be responsible for staff recruitment.

3.1.2 Confirm individual Contracts of Employment and all terms and conditions.

3.1.3 Make arrangements for annual objective review of the Clerk's performance by this committee and take necessary action thereon.

3.1.4 Decide upon annual salary awards.

- 3.1.5 Approve requests within the training budget for training requirements.
- 3.1.6 Appoint a member of the committee to seek advice for the committee in the event of a dispute between the Council and the Clerk.
- 3.1.7 Consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon.
- 3.1.8 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 Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting.
- 3.1.9 Consider recommendations from the Appeal Panel and take necessary actions thereon.
- 3.1.10 Manage long-term sickness and incidents at work in line with the Council's agreed policies.