

# Winterborne St Martin Parish Council

## Terms of Reference for the Staffing Committee

### 1. Authority

The Staffing Committee is appointed by and is solely responsible to the Winterborne St Martin Parish Council. The Committee duties are agreed by the Full Council who may vote, at any time, to modify the Committee's powers. A Committee, meetings of which must be held in public, can make recommendations to the Full Council for formal approval.

### 2. Membership

All members of the Committee will be elected Councillors. The Committee may co-opt one additional, suitably qualified and experienced Member, to join the Committee for the purpose of providing professional experience and advice if necessary. The Committee will consist of no fewer than three elected Councillors. At its first meeting it will elect a Chairman to preside at its future meetings and will also elect a Vice-Chairman if it wishes – to be re-elected each year after the Annual Parish Council meeting. A quorum of the Committee will consist of no fewer than three elected members.

The membership of the Committee will be determined by the Full Council.

The Committee will meet every six months but will also be convened to deal with events as they are needed subject to the statutory notification period.

### 3. Record of Proceedings

Written minutes will be taken to record the Committee's decisions and actions only and will be circulated to all Councillors with recommendations for the next Full Council Meeting. The minutes will be published on the Parish Council website. Minutes of confidential agenda items will only be retained in the confidential minute book.

### 4. Meetings

- Are to be held in such locations that are legal and practical for members to attend and that result in minimal financial burden on the Council.
- As a Committee of the Full Council public notice of meetings & public admission to meetings is required (as noted in Standing Orders).
- Agenda items that contain confidential matters will be preceded by an agenda item which excludes public and press for the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960.
- As a Committee of the Full Council minutes are to be maintained; these minutes to be adopted at the next meeting of the Full Council.

### 5. Responsibilities

- Review the job descriptions, roles and responsibilities, and contracts of employment of Parish Council staff.

- Conduct appraisals and manage performance of Parish Council employees throughout the year.
- Discuss with the Full Council on employment-related matters including contracts of employment, salary reviews, roles and responsibilities.
- Review personnel policies covering sickness, grievance, equalities, discipline, health & safety.
- Oversee the training programme for Officers and Members of the Council.
- Undertake disciplinary and competence reviews relating to Parish Council employees.
- Undertake recruitment and selection procedures for Parish Council employees.

## **6. Reporting to Council**

The Chairman of the Committee will present a summary of the minutes of meetings to full Council in order that these may be adopted. Minutes of the meetings (excluding minutes of confidential agenda items) shall be put on the Parish Council website for public view.

Recommended by Staffing Committee- 3<sup>rd</sup> December 2018

Adopted by full Council 28<sup>th</sup> January 2019

Reaffirmed and renamed from the Personnel to Staffing committee in line with the Grievance and Disciplinary procedures 24<sup>th</sup> March 2021