



## Staffing Committee Terms of Reference

No one councillor can act as the line manager for the Clerk or any other employee therefore the Staffing Committee is responsible for the line management of the Clerk. The Clerk is responsible for the line management of other employees.

The Committee is responsible for ensuring Council complies with employment law and follows best practice when employing staff and members of the Committee should be aware of the legal framework for, and good practice in, employment matters. The Committee will manage grievance or disciplinary matters and matters relating to staff conduct and performance.

### Membership and Operation

1. The Committee comprises three councillors confirmed at the Annual Council meeting.
2. The quorum will be all three of its members.
3. In urgent matters where the staffing committee cannot be quorate, the chairman or vice-chairman of the Council will be invited to attend the meeting as an ex officio member with full voting rights. In normal circumstances the Chairman and vice chairman will not be ex-officio members.
4. Changes in membership to be approved by full Council.
5. The Committee chairman is appointed by Council.
6. The Committee will give a report after each meeting to the following full Council meeting.
7. The Committee is governed by Farnsfield Parish Council's Standing Orders, Financial Regulations and Code of Conduct and all other relevant policies.
8. The Committee will meet at least quarterly and as often as is necessary. It will usually be necessary to exclude the press and public due to the confidential nature of the business to be transacted.
9. The Committee can authorise spend from a relevant budget as defined in the scheme of delegation up to a £1000.

### Responsibilities

1. To manage all elements of recruitment to the post of Clerk, Responsible Financial Officer and Locum Clerks. Recruitment of subordinate posts will be managed by the Clerk. The Committee will be responsible for advertising the vacancy, short listing applicants, conducting interviews, and recommending the successful applicant's appointment to full council.
2. To oversee new employment contracts and changes to existing staff contracts.
3. To establish and keep under review the staffing structure and establishment.
4. To review pay scales for all staff and recommend to Full Council.
5. To ensure that statutory and legal duties and obligations are met including for pension and pay and for health and safety.
6. To audit pension and salary payments and arrangements.
7. To ensure that appraisals for all staff are carried out at least annually and are mutually agreed, documented and a summary is presented to Council with any recommendations and to ensure that any associated actions and outcomes from the appraisals are suitably monitored.
8. To review and implement all employment policies in consultation with members of staff and to keep under review staff working conditions.
9. To review Grievance, Disciplinary, Health and Safety, Data Protection and Equality policies and check that staff are following Council policies.
10. To review job descriptions and person specifications periodically.
11. To identify training requirements and opportunities and ensure that training needs are met.
12. To monitor and address regular or sustained staff absence.



13. To manage grievance or disciplinary matters and matters relating to staff conduct and performance.
14. To review attendance, and short and long term sickness.
15. To manage annual leave and other leave requirements.