



Claypole Parish Council

STAFFING COMMITTEE TERMS OF REFERENCE

Purpose

The purpose of the Staffing Committee is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council for ratification.

Membership

The Committee shall comprise of three Councillors (no fewer than 3 and ideally no more than 6). The Committee quorum is three (3) and the Committee shall meet as required. At its first meeting it will elect a Chair 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 Meeting of the Parish Council in May. Membership of the Committee will be reviewed and decided at each Annual Parish Council meeting in May.

Delegated Powers

The Committee has no delegated powers, so proposed decisions and recommendations should be referred to full Council, for endorsement or otherwise, at the first appropriate opportunity.

Functions

The Committee will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for:-

- developing HR strategy
- developing and reviewing of HR policies and procedures
- staffing levels and structure
- job descriptions/person specifications
- overseeing staff recruitment, selection and appointment
- staff vetting
- staff retention
- determining or reviewing staff conditions of service and general terms of employment

- salary grading and pay including annual staff review and other remuneration matters
- leave entitlements including annual holiday, sickness, statutory entitlements and special leave
- special conditions relating to a specific post or individual
- allowances, expenses and subsistence
- working hours
- pension arrangements
- sickness absence management
- staff performance review/appraisals
- operation of the Council disciplinary, grievance, capability, grading and appeal procedures and equal opportunities policy
- health, safety and welfare of staff
- any other matters delegated to the Committee or deemed relevant to these terms of reference.

Specific Sub-committees or Panels

Smaller and specifically focussed Sub-committees should be set up to deal with confidential personnel matters such as capability, discipline or grievances as provided for in the relevant Council procedures.

A Recruitment and Selection Panel should also be set up for example to appoint a Clerk comprising of the interview panel (of perhaps three Councillors and a professional adviser if required) who are involved throughout the recruitment and then the selection process.

Confidentiality

Parts of the meetings of this Committee will be confidential to the members of the HR Committee with the press and the public excluded where appropriate.

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