CAVERSFIELD PARISH COUNCIL

STAFFING COMMITTEE - DRAFT

TERMS OF REFERENCE

Membership

- Any three from seven Councillors, excluding any Councillor who may have been involved in the matter prior to the Committee stage. Actual make up to be arranged by Clerk when meeting is required.
- Chairman of the Council shall automatically be a member of the Committee, unless otherwise excluded.
- Chairman [and Vice Chairman] of the Committee will be appointed at the first Committee meeting after the Annual Parish Council meeting.
- All members shall comply with the Code of Conduct and Council's Standing Orders.

Quorum

- A quorum will be three members.

Meetings

- The Committee shall meet as and when required, but generally once a year to review the Clerk's progress and salary.

Delegated Powers

- Subject to agreement by the full Council, the Committee will hold delegated powers to deal with all personnel, employment and recruitment issues, with reports and recommendations made to the full Council as necessary. In cases of emergency that will not wait until the next Council meeting, the Committee will have full powers to act on behalf of the Council.

Terms of Reference

- To deal with all matters relating to Recruitment of Staff
- To oversee the appraisal process
- To review staff pay annually and job descriptions and contracts as required
- To deal with other staffing issues as they arise including
    - any disciplinary matter in accordance with the Council's Disciplinary Procedure
    - any staff grievance in accordance with the Council's Grievance Procedure

    - any staff absence in accordance with the Council's Sickness & Absence Policy.
- To consider staff retirement issues in accordance with the Council's Retirement Policy.
- Report to the full Council that it has met.
- A report shall be made to full Council at the final determination of the proceedings.
- To deal with any other urgent matters which are not specifically reserved to the Council for decision and are not included in the terms of reference of any other Committee.
- To review the policies and procedures of Caversfield Parish Council at least annually and make recommendations to Full Council.

Adopted at a meeting on 19 July 2023 (Minute reference: 19/7/23 10. b. iv.) to be reviewed in two years or sooner should legislation dictate.