

Terms of Reference for the Staffing Committee

The Staffing Committee is appointed by and is solely responsible to Groby Parish Council. The Committee's duties are defined and agreed by the Full Council, which may vote, at any time to modify the Committee's powers.

Objectives:

- To ensure that the Council complies with the requirements of employment law
- To ensure that the Council provides good working conditions for all of its staff
- The Committee will seek appropriate advice whenever necessary
- The Committee will make recommendations to the Full Parish Council on staffing related matters

Rights and Powers

- Written minutes will be taken to record the committee decisions and will be approved and signed as a true record of the meeting at the Staffing Committee the Clerk will be responsible for arranging meetings and for the recording and distribution of minutes.
- The Committee will make recommendations to the Full Parish Council
- The Committee does not have delegated authority
- The Terms of Reference should be reviewed at least annually

Membership

- The Committee will consist of no fewer than 5 Councillors, and a maximum of 7.
- The first item of business at its first meeting after the Annual Parish Council meeting each year will be to elect a Chair for the year.
- It will also elect a Vice-Chair.
- A quorum will be a minimum of 3 elected members.
- The committee will usually meet quarterly, but will arrange additional meetings as required

Responsibilities

- To review staff contracts, job descriptions and person specifications
- To review job roles, staff hours and the staffing structure to ensure that they meet the requirements of the council
- To oversee the recruitment of staff
- Determine the assessment after the completion of the probationary period for all new staff
- Review and make recommendations on staffing policies and procedures
- Deal with any staff grievances in accordance with the council's Grievance Procedure
- To ensure that the Council's Health & Safety at work policies and procedures are reviewed
- Review training and staff development
- Ensure all members of staff have an annual appraisal and review any matters raised during the appraisal process
- Agree who will undertake the Clerk's appraisal
- Consider pay awards and payroll management
- Oversee the staff pensions
- Manage long term staff sickness and incidents at work
- Ensure that the Clerk has everything required for managing other staff and is given sufficient support and training
- Review timesheets, working hours, time off in lieu (TOIL) and holidays