

## **TERMS OF REFERENCE - STAFFING COMMITTEE**

The Staffing Committee is appointed by and is solely responsible to Groby Parish Council.

### **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 4 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