

## **Heddon on the Wall Parish Council**

### **Staffing Committee**

#### **Terms of Reference**

**12<sup>th</sup> June 2024**

Next Review: May 2025

#### **Purpose of the committee**

The committee will monitor and manage all personnel, employment and recruitment of the Parish Council and ensure all legally required policies, procedures, plans and governance arrangements are in place, up-to-date and complied with.

#### **Membership & Quorum**

The committee shall consist of a minimum of three Members of the Parish Council to form a quorum. The membership will be agreed at the Annual Parish Council meeting held in May each year, where the Chair of the Committee will also be appointed. At its first meeting after the annual meeting the committee will appoint a Vice-Chair who will chair the meetings in the absence of the Chair. The Chair and Vice-Chair of the Parish Council will be ex-officio members of the committee and will have full voting rights if in attendance. Any changes to the membership of the committee during the year will be ratified by a vote of the committee.

All members shall comply with the Code of Conduct, the Councils Standing Orders, expectations in the Good Councillor Guide and the Civility & Respect (Model Councillor – Officer Protocol).

#### **Aims and Objectives**

The Committee's primary purpose is to ensure the Council complies with the requirements of employment law and follows best practice in providing good working conditions for staff.

The Chairman of the Council will provide line-manager function for the Clerk and Assets Officer, including responsibility for day-to-day matters, such as authorisation of holiday, sick leave and absence from work. The Chairman will be supported in dispersing these duties by all members of this Committee.

The committee will:

- Advise the Council on HR aspects of the Council
- Review and appraise the performance of employees annually
- Meet to discuss the staff budget requirements each year which will then be considered by the Finance, Premises and Strategic Planning Committee during the budget setting process
- Carry out initial personnel investigations and request relevant supporting documents and evidence when and where appropriate
- Deal with any staff disciplinary matter in accordance with the Councils Disciplinary Procedures
- Deal with any staff grievance in accordance with the Councils Grievance Procedures

- Oversee and manage any recruitment exercises on behalf of the Council, Job Advert, Job Description, Sifting, Interviewing and appointing a member of staff
- Review all employment policies and procedures periodically, including the Grievance and Disciplinary Procedures.

### **Meeting Arrangements**

The Committee shall meet a minimum of twice a year, with additional meetings scheduled as and when necessary. Meetings will be in private rather than in Public due to the confidential nature of business. All members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.

The agenda for meetings is determined by the Clerk following a discussion with the Chair of the Committee and will be circulated to the Members three clear working days in advance of the meeting. The minutes of the meeting will be recorded by the Clerk and once approved and signed by the Chair will form part of the Parish Council's statutory records.

Any personnel discussions relating to the Clerk, the Clerk will recuse themselves from that part of the meeting.

### **Reporting and Accountability**

Confidential minutes and action points of each meeting will be maintained. Information that can be cascaded to the full Parish Council will be disseminated at our monthly Parish Council meetings.

### **Review Arrangements**

The Committee will be a standing Committee of the Parish Council. The appointment of the Committee will be considered at the annual Council meeting who may decide to alter or dissolve the Committee as required.

**Approved by Parish Council: 12/06/2024**

**Review Date: 14/05/2025**