# St Dennis Parish Council Terms of Reference Staffing Committee

**Staffing Committee a. General**

i. Membership of the Staffing Committee will be three and its quorum will be three.

ii. Members of this committee are expected undertake or be booked onto training relevant to the Committee within three months of appointment.

Training identified is listed below:

a) Acas e-learning courses

b) Calc Training – Being a better employer.

c) GDPR Training

d) Code of Conduct training

iii. The Committee will be mindful:

1. of the legal framework for, and good practice in, employment matters
2. of the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee
3. of the nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk to the Council
4. of relevant council protocols and policies

The Committee will be quorate in accordance with Standing orders. There will be at least two meetings per year: one to recommend pay rises to staff prior to budget setting and one to appoint members to carry out the clerk's annual appraisal, other meetings will be called by the Chair, or the Clerk as required.

**b. Matters for recommendation to council**

The Committee will receive reports from the Clerk and make recommendations to Council regarding:

i. staffing & office requirements including budget allocations

ii. all policy issues relating to staff.

iii. Any issues that arise from the monthly management report

**c. Matters for delegation to the staffing committee**

The Committee will receive reports from the Clerk and will:

i. be responsible for staff recruitment.

ii. confirm individual Contracts of Employment and all terms and conditions.

iii. Appoint two members to carry out the Clerk's annual appraisal.

iv. make arrangements for regular objective review of the Clerk's performance by this committee and take necessary action thereon.

v. review annual salary awards and conditions of service of existing employees and make recommendations to full council prior to budget setting, giving due regard to staff development and NALC / CALC guidelines.

vi. recommend to full council each year the necessary budget for staff training after consideration of staff training needs in consultation with the clerk.

vii. appoint a member of the committee to seek advice for the committee in the event of a dispute between the Council and the Clerk

viii. consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon.

ix. Consider recommendations from the Appeal Panel and take necessary actions thereon.

x. Review any changes, which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC 'Green book') and recommended by National Association of Local Councils NALC) and Society of Local Council Clerks (SLCC) including the Staff Handbook.

xi. Approving requests within the training budget for personal development training and health and safety requirements.

xii. Undertaking training identified from time to time to support their role as Council's staffing committee.

xiii. Periodic review of staff policies in consultation with the Clerk

xiv. ensure that the Clerk has adequate resources for managing other staff and offering support when required.

xv. To appoint from its membership two members who will have delegated powers to act instantaneously when required on matters relating to staff absence, compassionate leave and flexible working arrangements or resignations.

Matters relating to xv above will managed by those with the delegated authority to act within the known policies of the Council. Any decisions taken will be reported to the full committee and will be ratified at the next appropriate meeting.

**Review**

These terms of reference for the staffing committee shall be reviewed annually by the full council.

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