

Staffing committee

Terms of reference

POLICY REVIEW	
Signed	
Minute reference	FUL/16/22/23
Date ratified	9 th May 2022
Date of next review	9 th May 2023

1 General

- 1.1 The staffing committee is constituted to ensure that the council complies with employment legislation.
- 1.2 The committee will be mindful of:
 - a the legal framework for, and good practice in, employment matters
 - b 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
 - c of the nationally negotiated model contract, benchmarking and terms and conditions for the employment of the clerk and administration officer
 - d of relevant council protocols, policies and in line with Theale Parish Council's standing orders.
- 1.3 Membership of the staffing committee accord with standing orders.
- 1.4 The committee will be quorate in accordance with the standing orders. There will be at least two meetings held each year: one to recommend pay rises for 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 clerk as required

2 Delegated powers

- 2.1 The staffing committee will be responsible for:
 - a appointing from its membership a recruitment panel when necessary for the recruitment of staff. Recruitment panels will be decided upon the vacancy and role level
 - b recruiting replacement staff with the clerk for all roles except the role of the clerk
 - c conducting the assessment after completion of the probationary period of a new clerk
 - d determining staff terms and conditions of employment in consultation with the clerk

- e appointing two members of the committee to carry out the clerk's annual appraisal
- f recommending salary reviews and conditions of service of existing employees to full council prior to budget setting, giving due regard to staff development and NALC guidelines
- g recommending to full council each year the necessary budget for staff training after consideration of staff training needs in consultation with the clerk.
- h approval of the expenditure for staff training within the agreed budget
- i reviewing staff policies and procedures, taking into account employment law, health and safety Law and conditions of service as laid out by the National Joint Council (NJC) and as recommended by NALC and SLCC
- j reviewing staff pension arrangements
- k ensuring that the clerk has adequate resources for managing other staff and offering support when required
- l dealing with any staff grievances and disciplinary matters in accordance with the council's grievance and disciplinary procedures
- m managing long term sickness and incidents at work with the clerk
- n being aware of sources of expert advice on employment matters and ensuring that the council uses such sources when there is any doubt about good employment practice and
- o managing any issues referred to the committee by the full council.

3 Review

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