



St Dennis Parish Council Terms of Reference Staffing Committee

Staffing Committee a. General

- i. Membership of the Staffing Committee will be five 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. as and when required under the Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting.
- x. Consider recommendations from the Appeal Panel and take necessary actions thereon.
- xi. 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.
- xii. Approving requests within the training budget for personal development training and health and safety requirements.
- xiii. Undertaking training identified from time to time to support their role as Council's staffing committee.
- xiv. Periodically review of staff policies in consultation with the Clerk
- xv. ensure that the Clerk has adequate resources for managing other staff and offering support when required

Review

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

Adopted by St Dennis Parish Council

Date: 15th July 2021

Min Ref: F34/21

Reviewed by St Dennis Parish Council

Date: 5th May 2022

Min Ref: 37/22