

Charvil Parish Council Staffing Committee Terms of Reference

MEMBERSHIP:

- Must consist of four Councillors.
- The Chairman and Membership of the Committee is established at the Annual Parish Council Meeting (as per Standing Orders) or at a Council meeting.
- The Vice-Chairman of the committee shall be appointed at the first meeting of the Committee during the Municipal Year (as per Standing Orders).
- As an exception to Standing Orders only the Chairman of the Parish Council (as the line manager of the employees) may attend Committee meetings, ex officio.
- Members of staff are invited

QUORUM:

- A quorum will be three Councillors.

MEETINGS:

- The Committee will meet twice a year, and as and when necessary. Meetings will be in private rather than in public due to the confidential nature of business.

CONFIDENTIALITY:

- All members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.

DELEGATED POWERS:

- The Committee will be an advisory body, to advise on all personnel, employment, and recruitment issues.

POWERS AND RESPONSIBILITIES

- To advise Council on issues of staff pay and conditions.
- To consider and recommend harmonisation of the terms and conditions of service and pension provision of employees.
- To annually review and appraise the performance of employees and to recommend adjustment of salary levels to Full Council.
- Chairman of the Council to provide line-manager function for employees, including responsibility for day to day matters, such as authorisation of staff holiday, sick leave and absence from work.
- To ensure the Council complies with all legislative requirements relating to the employment of staff.
- To advise on any staff disciplinary matter in accordance with the Council's Disciplinary Procedure.
- To advise on any staff grievance in accordance with the Council's Grievance Procedure.
- To periodically review all employment policies and procedures, including the Grievance and Disciplinary Procedures, and the Equality Statement, Fairness and Dignity at Work Policy.
- To oversee the appointment and recruitment process of Council employees.

- To ensure employees are appointed in accordance with the Council's Recruitment Procedure, Equal Opportunities Statement and Guidelines on Employment Practice.
- To recommend the appointment or termination of contract for the Clerk.

THESE TERMS OF REFERENCE WERE ADOPTED BY THE PARISH COUNCIL ON:

DATE:.....16th May 2016..... SIGNED:Chris Drew.....