**Brundall Parish Council**

**STAFFING COMMITTEE Terms of Reference**

**To be elected annually at the Annual Parish Meeting.**

* The Staffing Committee to consist of three elected members, plus the Chairman orVice-Chairman of the Council. (not both). The Committee should be gender neutral.
* The Brundall Parish Council Chairman and Vice-Chairman shall determine prior to the Annual Parish Council Meeting which of them shall be a Brundall Staffing Committee member and will be the titular Chairman. The title Chairman and Vice–Chairman in this document is deemed to be gender neutral.
* The Vice-Chairman of the Committee shall be elected at the first meeting of the Committee following the Council’s AGM. The Vice Chairman shall be elected from the three elected Parish Councillors and will manage the work of the Committee.

**Quorum**

* A quorum shall be three members.

**Meetings**

* The Clerk will call Committee meetings as and when necessary, at the behest of the Committee. Such meetings will be held twice or three times annually to review the Council employee’s progress, employment status and salary. Given that the Committee will be dealing with sensitive and personal matters relating to employees, the minutes/ records of such meetings, (including recommendations to Full Council), will, in the majority of occurrences, be governed by the Closed Session, Public Bodies Admission to meetings Act 1960.

**Delegated Powers**

* Subject to agreement by the full Parish Council at a regular meeting of the Council, the Committee will hold delegated powers to deal with all personnel, employment and related matters appertaining to Brundall Parish Council employees. The Staffing Committee will submit reports and recommendations to the full Council as necessary. In any case of urgency or emergency where it is not expedient to wait, the Committee is authorised by the full Council to make an executive decision. Such decision being ratified at the next regular full Council meeting. (Closed Session, Public Bodies Admission to meetings Act 1960)

**Documentation**

* The minutes of all staffing committee meetings will be compiled by the Vice Chairman and circulated with the Agenda for Brundall Parish Council Meetings. (Closed Session, Public Bodies Admission to meetings Act 1960)

**Terms of Reference**

* To deal with all matters relating to Recruitment of Brundall Parish Council employees.
* To deal with any other employee issues as they arise including any disciplinary matter in accordance with the Councils Disciplinary Procedure.
* The Staffing Committee to have the delegated authority from the full Council to elect a Disciplinary and Grievance Hearing Panel if required of three Staffing Committee members, where possible of mixed gender.
* Any decisions made on disciplinary matters to be put before the Council for ratification.
* To review any matters relating to the Council employee’s performance of their duties or inability to perform at the standard required.
* To deal with any employee grievance in accordance with the Council’s Grievance Procedure. The Committee to have delegated authority in these matters.
* To review employee absence in accordance with the Council Sickness and Absence Policy.
* To make the necessary arrangements for staff appraisals, selecting two staffing committee member/s, who will conduct the appraisal process and facilitate follow up review meetings.
* To identify with the employee any professional development requirements and make a recommendation to the full council.
* To ensure a provision for employee mentoring is in situ and encourage employees to utilise such a resource.
* To conduct an annual review of job descriptions, contract of employment, employee pay scales and make any recommendations to the Council as required.
* The Staffing Committee to have delegated power to consider and implement 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)