

STAFFING COMMITTEE Terms of Reference

To be elected annually at the Annual Parish Council Meeting.

- The Staffing Committee to consist of a minimum of three elected members, including the Chairman or Vice-Chairman of the Council (not both).
- 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.

Quorum

- A quorum shall be three members.

Meetings

- The Clerk will call two Committee meetings (dates to be preset), to review Council employees' progress, according to the Terms of Reference below.
- Given that the Committee will be dealing with sensitive and personal matters relating to employees, the minutes/ records of such meetings, will, in the majority of occurrences, be governed by the Closed Session, Public Bodies Admission to meetings Act 1960.
- At the behest of the Committee the Clerks may need to call ad hoc Meetings where there is a need to deal with emergency staff matters.

Delegated Powers

- The Committee will hold delegated powers to deal with all personnel, employment and related matters appertaining to Brundall Parish Council employees.
- 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.

Documentation

- Where the Clerks are not party to the discussions, a member of the Committee shall compile the Minutes.

Terms of Reference

1. To deal with all matters relating to recruitment of Brundall Parish Council employees with reference to the Recruitment Policy.
2. To deal with any other employee issues as they arise including any disciplinary matter in accordance with the Council's Disciplinary Procedure.
3. 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.
4. Any decisions made on disciplinary matters to be reported to the Council

5. To review any matters relating to the Council employee's performance of their duties or inability to perform at the standard required.
6. To deal with any employee grievance in accordance with the Council's Grievance Procedure. The Committee to have delegated authority in these matters.
7. To review employee absence in accordance with the Council Sickness and Absence Policy.
8. To make the necessary arrangements for staff appraisals, selecting one staffing committee member per Clerk/Deputy Clerk/other employee, who will conduct the appraisal process and facilitate follow up review meetings. The appraisal will not be conducted by the member of staff's mentor.
9. To identify with the employee any professional development requirements
10. To ensure a provision for employee mentoring is in situ and encourage employees to utilise such a resource.
11. To conduct an annual review of job descriptions, contract of employment, employee pay scales and report any recommendations to the Council.
12. 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)