

# CHARLTON MUSGROVE PARISH COUNCIL

## TERMS OF REFERENCE

### The Staffing Committee

#### Authority:

1. The Staffing Committee is appointed by and is solely responsible to the Charlton Musgrove Parish Council. The Committee will meet on an ad hoc basis as required but at least twice per year, other meetings will be as required.
2. Charlton Musgrove Parish Council has agreed to adopt the Staffing Committee's Terms of Reference at its meeting held on 27/04/21 and has recorded the decision under Minute no. 04/05 III.
3. Charlton Musgrove Parish Council will consider renewing these Terms of Reference each municipal year.

#### Membership:

1. All members of the Committee must be elected Councillors and are appointed by Full Council at the Annual Meeting of Council (May). The Committee will consist of three elected Councillors.
2. At its first meeting it will elect a Chairman to preside at its future meetings. To be elected each year after the Annual Council meeting.
3. A quorum at the Staffing Committee's meetings will consist of three elected members.
4. The Committee can co-opt non-Committee members onto the Committee - via an agenda item and vote of the current membership - on an ad hoc basis to either benefit from that Councillor's specialist knowledge or to make the Committee meeting quorate.

#### Chairmanship:

1. The Chairman of the Committee plays a special role in the management of the Clerk/RFO and in effect acts as the Clerk's/RFO's line manager.
2. The Chairman is responsible for delivering the Clerk's/RFO's annual appraisal.

#### Meetings & Procedures:

1. The Committee will operate within Charlton Musgrove Parish Council's Standing Orders.
2. Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations for the next Full Council meeting, if appropriate, in a closed session.

#### Responsibilities / Remit:

1. The Committee is responsible for the employment and welfare of Council employees.
2. To support the Officer Holder of Clerk /RFO in their role, to enable them to carry out the role to the best of their abilities and for the benefit of the Council and Community.
3. To ensure the Council complies with all legislative requirements relating to the employment and care of staff and make recommendations to Full Council.
4. To regularly review the Council's policies that relate to staff employment (e.g. contracts of employment, job descriptions and person specifications) and make recommendations to Full Council.
5. To consider the continuous development needs of the Clerk/RFO and how the Council and / or what resources are required to support this.
6. To manage the 'Clerk's Costs' budget lines, in conjunction with the Clerk/RFO and make any necessary recommendations to Full Council.

7. To annually (October) make a recommendation to Full Council on the setting of the 'Clerk's Costs' budget lines for the following year.
8. To recommend to Full Council any appropriate salary increase for the Clerk/RFO or the payment of any other benefits.
9. To review Health and Safety at work for all Council employees.
10. To act as a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include the Clerk/RFO.
11. To act as a disciplinary panel for the Clerk/RFO.
12. To hear any formal grievance made by or against the Clerk/RFO and resolve.
13. To receive and resolve upon complaints by members of the public or councillors against the Clerk/RFO.

#### Admission of the Public and Press:

1. The public and press may not be admitted to these meetings as "In accordance with S1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of these items due to the confidential nature of this item".

Last Reviewed : 27/04/21