Dunnington Parish Council

Staffing Committee

Terms of Reference

Approved 08/04/2024

Minute Ref: 04/24/05B

Review 08/04/2025

Purpose of Staffing Committee
This committee is appointed to make decisions about all staffing matters, subject to budget and expenditure limits decided by Dunnington Parish Council ("the Council")unless stated otherwise.

Membership and voting –
To be elected annually at the Annual Meeting of the Council each year.

1. The Committee will consist of 5 councillors.

2. At its first meeting following the Annual Parish Meeting of the Council, the Committee shall elect a Chair.

2. The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.

3. Members of the Staff Committee will not be members of any staff appeals panel that may have to be formed.

Convening
The Parish Clerk will convene Staffing Committee meetings as and when necessary. The Committee Chair may also convene meetings as he/she feels necessary. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972. Minutes will be taken, approved and retained by the Council in perpetuity.

Meetings
Meetings will be held in accordance with the Council's Standing Orders.

Quorum
The quorum of the Committee will be 3

Documentation
1. Minutes of all meetings will be recorded by the Parish Clerk or, in the absence of the Parish Clerk, by one of the councillors present at the meeting.
2. Draft minutes will be circulated to all Committee members.
3. Depending on timing, either draft or approved minutes will be received by the Council for information only.

Accountability
The Staffing Committee has been given delegated power by the Council to act on behalf of the authority in relation to these defined terms of reference only; any matters outside the Staff Committee's terms of reference shall be made to the Council as a recommendation.

Remit of the Committee

1. To establish and keep under review the staffing structure in consultation with the Council
2. To create personnel folders for each employee and ensure these are kept up to date.
3. To draft, implement, review, monitor and revise employment policies for staff.
4. To administer and manage the recruitment process including:
    - agreement of the application pack to include a job advert, job description, person specification and application form.
    - short listing of candidates
    - setting an interview date and carrying out interviews
    - select a suitable candidate for the role from those interviewed and make recommendation to the Council (full Council to approve appointment and agree salary to be offered).
    - Chair of Staffing Committee to make verbal offer, subject to satisfactory references and liaise with successful candidate prior to commencement of employment.
    - Chair of Staffing Committee to obtain references

- Chair of Staffing Committee to liaise with new employee and provide a statement of particulars/contract of employment on day one of employment.

5. Salary recommendations for new staff and regrading recommendations for existing staff will be made to the full Council and this body will decide these.

6. To arrange the execution of new employment contracts.

7. To have delegated powers to consider and implement/negotiate any changes to contract terms, which are required to comply with staffing law, health and safety law and terms and conditions of service as laid down by the National Joint Council (NJC "Green Book") (excluding salary level decisions, see 3 above).

8. The Committee will be the manager of the Parish Clerk.
The Committee will appoint a councillor who will have responsibility for day to day liaison with the officer in consideration of working conditions, holiday/leave arrangements; sickness; ensuring workload is acceptable and manageable; ensuring the clerk has sufficient time to undertake the workload and general well-being of the clerk in his/her work.
The liaison councillor will arrange and lead on appraisals for the Clerk.
The liaison councillor will not have decision making powers but will report the liaison/discussions with the Parish Clerk to the Staffing Committee should any decisions be required on any issue.
The liaison councillor, in dialogue with the Parish Clerk, will set targets with realistic timescales to achieve them. The targets will be reported to the Staff Committee and reviewed under paragraph 8 below.

9. To establish and review performance management (including staff appraisals, which will be held in October each year) and staff training programmes.

10. To manage the process leading to the redundancy of staff.

11. To monitor and address regular or sustained staff absence.

12. To make recommendations on any staffing related expenditure to the full Council or Finance and Strategy Committee

13. To consider any appeal against a decision in respect of pay.

14. To handle grievance or disciplinary matters (and any appeal (different councillors) in accordance with the adopted policies of the Council, which must accord with the ACAS Codes of Practice on grievance and disciplinary matters.

15. To manage the payroll and review the performance of any payroll company used by the Council, on an annual basis October.

16. To implement, monitor and review staff pension arrangements.

Where the Staffing Committee feels necessary, it may refer any decision for which it has delegated authority, to the full Council.

Review
The Staff Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Parish Council meeting and recommendations for alteration to be made to the full Council.

Functions
The Committee will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for:-
• developing HR strategy
• developing and reviewing of HR policies and procedures
• staffing levels and structure

• job descriptions/person specifications
• overseeing staff recruitment, selection and appointment
• staff vetting
• staff retention
• determining or reviewing staff conditions of service and general terms of employment
• salary grading and pay including annual staff review and other remuneration matters
• leave entitlements including annual holiday, sickness, statutory entitlements and special leave
• special conditions relating to a specific post or individual
• allowances, expenses and subsistence
• working hours
• pension arrangements
• sickness absence management
• trade union membership recognition
• staff performance review/appraisals
• operation of the Council disciplinary, grievance, capability, grading and appeal procedures and equal opportunities policy
• health, safety and welfare of staff
• any other matters delegated to the Committee/Sub-Committee or deemed relevant to these terms of reference.