

## KILSBY PARISH COUNCIL

### STAFFING COMMITTEE - Terms of Reference.

Definitions In this document the following terms have the meanings assigned to them below:

- Alternate Member - A person elected to serve as an alternate if an elected member cannot serve on the Staffing Committee
- Chairman - The Chairman of the Committee
- Committee - The Staffing Committee of the Council
- Committee Member Any person participating in the Panel's work under the arrangements set out in the Section headed 'Membership and Quorum'
- Council - Kilsby Parish Council
- Member - An elected or co-opted member of the Kilsby Parish Council

#### **1. General**

1.1 These Terms of Reference define the Council's specific responsibilities delegated to the Staffing Committee and were first approved by Kilsby Parish Council at its Meeting held on date

.....**Tuesday 08 December 2020**

The conduct of all aspects of the Committee's work shall be treated as confidential and be governed by the Council's Standing Orders.

1.2 Specific decisions of the Committee shall be formally approved by full Council.

1.3 The Committee has no power to authorise expenditure on behalf of the Council except where third party specialists are required whereby the maximum sum of £500.00 may be incurred in any one incident without reference to the full Council.

1.4 Members of the public have no rights to attend confidential sessions of the meetings of the Committee. However the meeting must be publicised with an Agenda, 3 clear days prior to the meeting and the public excluded via a resolution as detailed on the Agenda. As per standing order 3d.

1.5 These Terms of Reference are in accordance with the Council's Standing Orders.

#### **2. Duties & Scope of Delegated Responsibilities**

2.1 The Committee shall undertake the following duties on behalf of the Council:

##### **2.2 Performance Management**

- To monitor, feedback, support and performance manage the work the Clerk, and to ensure that other employees have their performance monitored in line with the staffing structure.
- At least annually to conduct a staff appraisal/annual review with the Clerk. The appraisal is to be undertaken by two member of the committee.
- Following the interview to submit a confidential report to the Council. The report should include, where appropriate, any changes in the Clerk's responsibilities and recommendations as to the grading of the post and salary progression (the list of contents is not intended to be exhaustive).

##### **2.3 Dispute Resolution Proceedings**

- To oversee 'informal' dispute resolution arrangements and the appointment of a trained mediator if required for mediation, conciliation or arbitration.
- To appoint a Hearing Panel upon any formal grievance issue raised by staff under this Council's Grievance Procedure.
- To appoint a Hearing Panel upon appropriate disciplinary cases as set out the Council's

Disciplinary Procedure, making recommendation to Council if sanctions are to be imposed.

- To convene Appeals Hearing Panels where required

### **3. Appointment of new staff**

3.1 To oversee recruitment and selection of new employees on behalf of the council (with the Clerk where appropriate) including job description, person specification, advertising, shortlisting, interviewing, reference checking, making recommendation to full Council and defining the induction process.

### **4. Other Duties and Responsibilities**

- To establish a programme of training for Councillors and employees such as will encourage professional advancement and make recommendations for expenditure to support these goals.
- To review staffing structures in the council and pay-scales annually
- To draft, review and monitor employment policies and procedures.
- To recommend the payment of overtime, additional hours and employment related expenses in relation to the employees, as may be deemed necessary.
- To monitor absences and approve holiday and other leave requests for employees
- To keep under review the working conditions and health and safety of employees
- To oversee the termination arrangements for the Council employees.

### **5. Powers**

5.1 Subject to the power, set out in paragraph 2 immediately below, the Committee shall have no other powers.

5.2 The Chairman, subject to the agreement of the Committee's Members, shall have the power to invite an appropriate expert in human relations to attend Dispute Resolution meetings to advise the Committee. Such Invited Participants shall have the freedom to participate in the enquiry but not to vote.

### **6. Membership and Quorum**

6.1 The Committee shall consist of 3 Members and an Alternate Member, all of whom shall be elected from Members of the Council. The Committee shall appoint one of the members to be the Committee's chairman.

6.2 The quorum shall consist of 3 Committee Members. For the avoidance of misunderstanding the Alternate Member only attends a meeting if an elected Committee Member is unable to participate.

6.3 In the event that one or more of the Committee Members is unable to serve the following arrangements shall be adopted:

- The first Committee Member unable to serve shall be replaced by the Alternate Member.
- If any further Committee Members or the Alternate Member are unable to serve they shall be replaced by suitable councillors appointed by the Council.
- If one of the Committee Members unable to serve is the Chairman, then the revised Committee when fully formed shall at the relevant meeting elect its own Chairman.
- Any person serving as a Committee Member under the arrangements in this clause shall have the same powers they would have possessed had they been elected by the Council.

### **7. Meetings**

7.1 Ordinary Meetings: The committee shall meet at least once a year. The meeting shall be summoned by the Chairman or by such person appointed to the task. The Committee shall set dates for further meetings at its first meeting in the year.

7.2 Extraordinary meetings: when necessary may be held on dates between the Ordinary Meetings. Extraordinary meetings shall be called using appropriate arrangements.

7.3 Calling Meetings: The Chairman shall be responsible for calling all meetings. The Chairman may make alternative arrangements to undertake this task or to assist him/her in undertaking the work but must ensure that a conflict of interest is not thereby created.

7.4 Notice of Meetings: All Committee meetings must be advertised with an Agenda, and 3 clear days notice, as per Standing Orders 3a, b, c.

7.4 Minutes: The Chairman shall be responsible for ensuring that proper minutes are kept of all Committee meetings and that where necessary appropriate reports are generated and circulated. The Chairman may make alternative arrangements to undertake this task or to assist him/her in undertaking the work but must ensure that a conflict of interest is not thereby created.

## **8. Alterations to these Terms of Reference**

8.1 The Committee has no powers to alter or temporarily suspend these Terms of Reference.

8.2 The Council may change these Terms of Reference using the procedure set out in the Council's Standing Order number: 4.

Date: 08.12.2020