

## **Blunham Parish Council Staffing Committee**

### **Terms of Reference**

These terms are supplementary to, and do not override, the Parish Council's Standing Orders &/or Financial Regulations.

The Staffing Committee is a sub-committee of Blunham Parish Council.

#### **Membership**

The Committee shall consist of three members of Blunham Parish Council, as agreed and minuted in a meeting of Blunham Parish Council. The Clerk need not attend meetings if the Committee designates a specific member as minute taker but should be kept informed.

#### **Appointment of sub-committee**

Blunham Parish Council shall at their Annual Meeting in May determine the members of the Committee and the Committee Chair, as well as decide to alter or dissolve the Committee as required.

#### **Casual Vacancies**

Blunham Parish Council from among their members shall fill casual vacancies occurring in membership of the Committee.

#### **Frequency of Meetings**

The Committee shall meet as often as required, meeting frequency to be decided by request of full Council, the Clerk, or the Committee. A quorum of meeting shall be 3 members.

#### **Record of Meetings**

The Committee shall ensure that an agreed written record of each of their meetings is forwarded to Blunham Parish Council.

#### **Legal Framework**

The committee will be mindful:

- Of the legal framework for, and good practice in, employment matters.
- Of the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee. "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."
- Of the nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk to the Council.

#### **Matters for recommendation to Council**

The Committee will receive reports from the Clerk and make recommendations to Council regarding:

- Staffing requirements including budget allocations
- All policy issues relating to staffing.

### **Matters for delegation to the Staffing Committee**

The Committee will receive reports from the Clerk and will:

- a) To be responsible for staff recruitment. To discuss and agree the process for any new appointment, including job description, shortlisting criteria and interview dates. Normally all correspondence with candidates and referees should be by the Clerk, but in the Clerk's absence this should be by a member of the committee who has been appointed to that role by full council.
- b) To confirm individual Contracts of Employment and all terms and conditions.
- c) To consider remuneration levels for staff, including changes to pay grades, if required. To make recommendations to full Council for approval where there are financial implications. Note – any nationally agreed annual increase as announced by SLCC/NALC will be automatically awarded to staff.
- d) To carry out annual clerk appraisal and report to the next full meeting if there are any issues, or that there are not.
- e) To appoint a member of the Committee to seek advice for the Committee in the event of a dispute between the Council and the Clerk.
- f) To review health and safety at work for all Council employees.
- g) To review all Council policies that relate to staff employment on an annual basis.
- h) As and when required under the Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting.
- i) Consider recommendations from the Appeals Panel and take necessary actions thereon.

### **Reporting and Accountability**

The Committee will only have the power to make recommendations which will be ratified at the next full meeting of the Parish Council.