

Shinfield Parish Council - Staffing Committee

Terms of Reference

Purpose

This is a closed standing committee of the Council and is appointed to make decisions about all staffing matters, subject to budget and expenditure limits decided by the Council.

Membership

The Staffing Committee should comprise four members, one of whom is the Vice Chairman of the Council who will chair the Staffing Committee. The Chairman of the Council will not be a member of the Staffing Committee. The quorum for the sub-committee is three members. The committee can co-opt additional, time-limited members from time to time for specific purposes, at its own discretion. In addition, the Proper Officer shall Clerk the committee meetings and will leave the meeting whenever appropriate ie when the subject of the discussion is about the Clerk.

In order to demonstrate the Council as a good employer, members of the Staffing Committee should have relevant current experience in employment law and best practice, and/or attend appropriate training agreed by the Council.

Delegated powers

The committee has the following responsibilities:

- To review and approve the job descriptions and grades, objectives and performance targets for all staff for the delivery of the Council's vision and make recommendations to the Council.
- To agree for all salaried staff their contractual terms such as level on the pay scale, pensions, annual leave;
- To monitor the Clerk's work in accordance with objectives and performance targets agreed for the Clerk for the municipal year;
- To review the Council's staffing structure in consultation with the Finance and General Purposes Committee on staffing related expenditure and make recommendations to the Council;
- To oversee the processes for staff recruitment, induction and appraisals, and contribute where appropriate;
- To oversee the Council's policies for training and development consistent with Quality Parish status - staff and councillors – and make recommendations to the Council;
- To oversee the Council's policies in relation to health and safety matters for the staff and equal opportunities;
- To monitor the Council employment policies and processes as listed in the Council's Employee Handbook* and give guidance and make recommendations to Council;
- To oversee staff grievances and disciplinary matters in conjunction with the Clerk. This includes: to provide resources for grievance and disciplinary processes and appeal panels as and when needed (unless the grievance or disciplinary matter relates to the Clerk), and to receive training on these two policies on a regular basis;
- To uphold standards of confidentiality, in particular any information covered by Data Protection requirements.

Review

These terms of reference shall be reviewed annually at the first meeting after the Annual General Meeting of the council.

*Shinfield Parish Council's Employee Handbook approved December 2018