



STAFFING COMMITTEE – TERMS OF REFERENCE

1. Introduction

The staffing committee is established to provide effective and professional management of all matters related to employees of the council. To provide a duty of care to employees and to take steps to protect the wellbeing of employees.

2. Purpose

To maintain the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically and report any recommendations for change to the Full Council.

The staffing Committee has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Staffing Committee's terms of reference shall be made to the Full Council.

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

3. Membership

At the first meeting of the Staffing Committee, the Chair and Vice-Chair shall be chosen and thereafter following the Annual Council Meeting.

4. Delegated Power

The Staffing Committee is authorised to make binding decisions on behalf of Highley Parish Council regarding all aspects of its responsibilities listed below, subject to such decisions being in accordance with the Council's adopted policies and budget.

The Clerk reports to the Staffing Committee and the Staffing Committee reports to the Council.

5. Limitations

The Local Government Act (1972) section 112 gives local councils the powers to employ staff to enable it to carry out its statutory functions and powers.

Local Council staff will work regularly and directly with individual councillors, but it is the council (as a corporate body), not its councillors, that is the employer.

6. Responsibilities

To consider all aspects of the Council's establishment, including:

- All aspects of the recruitment, retention, remuneration, training and health and safety aspects of the Council's staff.
- Carry out an annual review
- Be responsible on an annual basis for the review of salaries

- To review and monitor the training and development needs of staff are carried out, agree and monitor any associated actions and outcomes
- Reporting back to Council the outcome of the Clerks annual appraisal undertaken
- Responsible for the preparation and submission of budget proposals in respect of salaries and employees training to the Finance Committee/Full Council.
- To receive reports from the Clerk in respect of attendance, short and long-term sickness, return to work interviews, annual leave, maternity/paternity/adoption/compassionate leave and flexible leave requirements with delegated powers to resolve any associated matters.
- Review pay awards and increments for recommendation to the Finance Committee/Full Council for approval.
- Disciplinary matters reported to the Staffing Committee by the Clerk
- To deal with matters related to staff conduct
- Ensuring that confidentiality is maintained over all staffing matters under the data protection Act 1998 and the Code of Conduct by all members of the Council