

# COLLINGHAM WITH LINTON PARISH COUNCIL

## STAFFING COMMITTEE

Terms of Reference

Version: 1.0 FINAL 3<sup>rd</sup> DECEMBER 2024

These Terms of Reference were adopted by the council at its meeting held on 3<sup>rd</sup> December 2024 **MINUTE REF : 8525b**

Signed :



Julie Brown Chairman Date : 3/11/2024

## **1.0 Purpose**

The staffing committee is appointed to make decisions about all staffing matters, subject to budget and expenditure limits agreed with the finance committee and approved by the full council.

## **2.0 Membership**

In accordance with the rules laid out within Standing Order 4 the committee may consist of both Parish Councillor and Non Parish Councillor members. The committee should comprise of no less than three and no more than five members, {at least three of which should be Councillors} as well as the Clerk. The Chair is to be elected, and committee members agreed at the Annual Meeting of the Parish Council each year in May.

## **Voting**

All Councillor members will have normal voting rights. The Chair will have an ordinary vote and a casting vote and may use the latter although is not compelled to do so. Members of the Staffing Committee will not be members of any staffing appeals panel that may have to be formed.

## **3.0 Convening**

The Clerk will convene Committee meetings as a minimum two times per year. 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.

The meetings are scheduled as a minimum:-

- November
- March

\*The meeting in November is flexible to encapsulate the release of the local government services pay agreements from NALC. Additional meetings may be called as required.

## **4.0 Meetings**

Meetings are open to the general public. Members of the public who attend will be given the opportunity to ask questions or make representations on matters of concern to them. Time is allowed prior to commencement of the main meeting and detailed on the agenda as public participation. Councillors who are not on the committee may also attend as members of the public but cannot vote at a committee meeting.

## **5.0 Quorum**

The Quorum for the Staffing Committee shall be three. If a quorum is not present then no business shall be transacted or recommendations made.

## **6.0 Documents**

The Clerk shall produce all documents required for the Committee's operation.

1. Minutes of all meetings will be recorded by the Clerk or, in the absence of the clerk, by one of the councillors present at the meeting.

- II. Draft minutes will be circulated to all Committee members.
- III. Depending on timing, either draft or approved minutes will be received by the full council for information only.

## **7.0 Accountability**

The staffing committee has been given delegated power by the full council to act on their behalf in relation to the defined terms of reference below only; any matters outside the committee's terms of reference shall be made to the full council as a recommendation.

- 7.1 To establish and keep under review the staffing structure.
- 7.2 To draft, implement, review, monitor and revise employment policies for staff.
- 7.3 To administer and manage the recruitment process of all council posts and to appoint staff.
  - 7.3.1 In the matter of the appointment of a Clerk, the full council will set the salary range and job description. The committee will manage the recruitment process and will make a recommendation for appointment to the full council, which shall be the deciding body.
  - 7.3.2 The committee will also manage and appoint all staff excluding the Clerk following the process:
    - I. Production of the application pack to include a job advert, job description, person specification and application form.
    - II. Short listing of candidates.
    - III. Setting an interview date and carrying out interviews.
    - IV. Selecting a suitable candidate for the role from those interviewed and making recommendation to full council. \*Full council to approve appointment and agree salary to be offered.
    - V. Chair of staffing committee to make verbal offer, following a formal meeting of the committee, and where the appointment decision is to be made at full council , subject to satisfactory references.
    - VI. Chair of the staffing committee will liaise with the successful candidate prior to commencement of employment.
    - VII. Chair of staffing committee to obtain references.
    - VIII. Clerk to provide a statement of particulars/contract of employment on day one of employment(if the post is that of Clerk/RFO this would be the Chair of the staffing committee).
    - IX. Salary recommendations for new and existing staff excluding the Clerk will be made firstly to the finance committee before being presented to full council for a decision. \*The full council will set the salary range for the post of clerk
- 7.4 To have delegated power 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").

- 7.5 The committee will be the line manager of the Clerk.
- 7.6 The committee will appoint two councillors who will have responsibility for day-to-day liaison with the officer in consideration of occasional matters arising around 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.
- I. The liaison councillors will arrange and lead on the annual appraisal for the Clerk.
  - II. The liaison councillors will not have decision making powers but will report the liaison/discussions with the Clerk to the staffing committee should any decisions be required on any issue.
  - III. The liaison councillors, as a part of the appraisal process each year, in dialogue with the Clerk, will set targets with realistic timescales to achieve them. The targets will be reported to the committee and reviewed annually in accordance with 7.9 below.
- 7.7 To establish and review performance management (including staff appraisals, which will be held in October each year) and staff training programmes.
- 7.8 To manage the process leading to the redundancy of staff.
- 7.9 To monitor and deal with regular or sustained staff absence according to Council policy and legislation.
- 7.10 To make recommendations on any staffing related expenditure to the finance committee with final approval at full council.
- 7.11 To consider any appeal against a decision in respect of pay.
- 7.12 To handle grievance or disciplinary matters (and any appeal (with alternative councillors) in accordance with the adopted policies of the council, which must accord with the ACAS Codes of Practice on grievance and disciplinary matters.
- 7.13 To manage the payroll and review the performance of any payroll company used by the council, on an annual basis in May. To implement, monitor and review staff pension arrangements

\*Where the committee feels necessary, it may refer any decision for which it has delegated authority, to the full council.