

**HURST GREEN PARISH COUNCIL
FINANCE COMMITTEE - STAFFING SUB-COMMITTEE**

TERMS OF REFERENCE

The Staffing Sub-Committee Terms of Reference were adopted by Full Council at its meeting on the 2024.

The Staffing Sub-Committee is delegated the following responsibilities:

1 Members

1.1 Membership shall comprise three Members, the Chair of the Finance Committee and two other members elected at the AGM.

1.2 The three members of the Sub-Committee shall constitute a quorum for meetings.

2 Meetings

2.1 Meetings will be held as required and may be convened at short notice to consider urgent staffing matters.

2.2 Meetings will not generally be open to the public (or other Members of the Council) because of the confidential nature of the business to be transacted.

2.3 The Clerk or other appropriate officer will record meetings.

2.4 Standing Orders on rules of debate and all other matters shall apply.

3 Delegated Powers

3.1 To monitor the Council's Employment Policies and Procedures in respect of changes to legislation/developing practice and make recommendations via the Finance Committee to full Council as appropriate.

3.2 To keep under review staff Contracts of Employment, terms and conditions and make recommendation via the Finance Committee to full Council.

3.3 To keep under review staff work/life balance, working conditions, health & safety along with staff well-being.

3.4 To agree and review annually job descriptions, person specifications for staff and to annually review the Clerk/RFO performance, to be reported to Council.

3.5 To keep under review staffing levels and structure and make recommendations via the Finance Committee to full Council.

3.6 To make arrangements for the recruitment of staff and appointment recommendations as appropriate via the Finance Committee to full Council.

4 Grievance and Discipline

4.1 To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure and take action as appropriate and in accordance with that Procedure.

4.2 To hear any formal grievance by the Clerk/Responsible Financial Officer and any appeal by other staff against the outcome of a grievance or disciplinary investigation undertaken by the Parish Clerk/Responsible Financial Officer.

4.3 In the event of an appeal by the Clerk/Responsible Financial Officer against the outcome of any investigation by the Staffing Sub-Committee an Appeals Panel comprising three members will be established. This Panel will be drawn from available Parish Councillors not involved in the initial investigation. This Panel's decision will be the final step in the procedure.

5 Reporting and Accountability

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

5.2 Other matters may be considered by Full Council that are deemed significant enough to require it's consideration or approval.