

# **HURST GREEN PARISH COUNCIL**

## **Terms of Reference - Staffing Committee**

The Staffing Committee oversees all employment matters for the Council and ensures the Council meets its responsibilities as an employer.

### **1. Purpose of the Committee**

- 1.1 To review job descriptions, staff hours and workloads.
- 1.2 To conduct the annual appraisal of the Clerk and the RFO.
- 1.3 To ensure staff have access to appropriate training and development.
- 1.4 To review HR policies (disciplinary, grievance, sickness, appraisal, etc.) and recommend them to Full Council for adoption.
- 1.5 To manage staff matters, including addressing issues that arise and overseeing disciplinary and grievance processes in line with adopted policies.
- 1.6 To annually review staffing hours and salary and make recommendations to Full Council.
- 1.7 To make recommendations to Full Council on staff management, recruitment, and any changes to staffing structure.

### **2. Delegated Powers**

- 2.1 To manage staff recruitment on behalf of Full Council.
- 2.2 To carry out disciplinary and grievance processes in accordance with adopted policies.
- 2.3 To implement minor contractual changes within the approved staffing budget and report such changes to Full Council.

### **3. Membership**

- 3.1 Three members of Full Council elected at the Annual Meeting of Hurst Green Parish Council.
- 3.2 All appointed members are voting members of the Committee.
- 3.3 The quorum for meetings is three members.

3.4 Substitutes are not permitted, to protect confidentiality and continuity.

3.5 The Committee shall elect a Chairman annually at its first meeting after the Annual Meeting of the Parish Council. The Chairman holds office until the next Annual Meeting, in accordance with Standing Orders.

#### **4. Meetings**

4.1 The Committee will meet at least twice per year, and additionally as required.

4.2 Meetings will normally be attended by the Clerk, who will take minutes unless the meeting concerns their own employment.

4.3 All meetings will be held in confidential session under the Public Bodies (Admission to Meetings) Act 1960.

4.4 The Committee will report decisions to Full Council, excluding confidential personal information.

#### **5. Review**

5.1 These terms of reference are to be reviewed annually at the Annual Meeting of the Hurst Green Parish Council.