

Cottered & Throcking Parish Council

TERMS of REFERENCE

STAFFING COMMITTEE

Purpose of the committee

The Staffing Committee will consist of three Councillors and be responsible for all staffing matters.

It will meet as and when required to ensure that Cottered and Throcking Parish Council complies with the requirements and obligations of employment law and follows best practice in providing good working conditions for staff.

The Staffing Committee will be responsible in particular for the following:

- To agree relevant recruitment and selection procedures
- To undertake the recruitment of the Parish Clerk and Responsible Financial Officer and be involved as necessary in the recruitment of other staff as required
- To agree and be involved as appropriate in the annual staff appraisal and development arrangements
- To review staff contracts, grievance and disciplinary policies and procedures periodically and at least every two years
- To review staffing levels and accommodation requirements when necessary
- To manage employee rights relating to leave, time off, family rights and illness
- To ensure that the Clerk is supported and has everything required for managing other staff
- To make appropriate staff training provision
- To ensure the health and safety of all staff and risk assessments are undertaken
- To keep up to date with developments in employment law
- To ensure that suitable investigations are undertaken into any relevant grievance or disciplinary matters
- To appoint a sub-committee to serve as the disciplinary or grievance panel to hear these matters
- To agree the Members to sit on an appeals panel to hear appeals against a grievance or disciplinary decision
- To practice and promote fair and equal treatment of staff throughout the performance of all Council activities and ensure that no discrimination, harassment or bullying takes place against any member of staff.

All meetings of the staffing committee will exclude press and public, under Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted.

All staffing matters are to be confidential to members of the Staffing Committee or Appeals Panel, if appropriate.

Minutes of the Staffing Committee are to be presented to the Full Council for information.