

# Charminster Parish Council

## STAFFING COMMITTEE TERMS OF REFERENCE

### General –

- **To review all personnel procedures, be the first contact for all employee/employer matters, advise full council accordingly on such matters, and act on its instructions when called upon.**
- **To undertake specific tasks as delegated by full council under Standing Orders.**

The Committee shall appoint its chairman annually as the first item of business at its first meeting following the Annual Meeting of the Council in May.

The Committee shall have no set calendar and shall be convened by the calling of a meeting by the clerk as directed, or by the chairman of the Staffing committee as and when the need arises.

Once properly convened and the appropriate resolution passed, all business of the Committee shall be conducted in closed session and shall remain confidential, other than to other members of the council should they have legitimate need to have access to this information and who will also respect the confidential nature of such information, and the representative of employees where appropriate.

Notes of meetings will be taken by an appointed person and such notes shall be presented to full council in closed session, at the earliest opportunity, and formally approved at the next meeting of the Committee. *It is essential that any recommendations are fully understood and agreed before the meeting closes.*

### Specific Roles: -

1. To review, and update annually where necessary, all documents relating to employees including Employment Contracts. This will be conducted in conjunction with the Clerk and recommend to full council for a formal resolution to accept any changes.
2. To conduct and be responsible for all Grievance and Disciplinary action within the Council. The Chair and Vice Chair of the Committee will conduct informal investigatory meetings into any complaints or disciplinary matters that are raised concerning an Employee. They will report their findings to the whole Committee.

The Committee will appoint a panel of three members when it is formed in May. The purpose of this panel will be to conduct formal discipline and grievance hearings with any Employee of the Council, when needed. The Panel will also decide the outcome of the meeting and inform the Personnel Committee of their decision.

If an Employee believes that a member of this panel lacks impartiality to conduct their Hearing, the Committee will make all reasonable efforts to appoint an alternative member who is considered to be impartial, within the resources available to the Council.

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Appeals will be conducted by a separate panel of three Councillors drawn from the Full Council and will be appointed in May of each year.

3. To investigate any health and / or attendance issue concerning Employees of the Council. The Committee will consider a budget to arrange for medical assessments to be conducted and reports produced by either an independent Occupational Health Doctor, or an Employee's own Doctor, to enable this investigation to be conducted.

The Committee will be responsible for the full implementation of the Council's capability procedure relating to Employee health and attendance at work. This includes the ability to recommend and implement reasonable adjustments to accommodate an Employee's needs. The Committee will have a budget to pay for any necessary adjustments.

4. To ensure annual appraisals of staff are undertaken and to inform the full council that they have been conducted.

The Committee will appoint a panel of one or two members to conduct the Clerk's Appraisal. (The Clerk will conduct subordinate Appraisals). The outcome and associated action plan will be reported back to the Committee.

The Committee will also hold a budget to cover the cost of resultant action plans, including training costs.

5. To manage all elements of recruitment to the post of Clerk and Deputy Clerk. Recruitment of subordinate posts will be managed by the Clerk.

The Committee will be responsible for advertising the vacancy, short listing applicants, conducting interviews, and deciding the outcome of the recruitment process.

The Committee has a budget to enable it to conduct these activities.

6. To ensure the necessary policies and procedures are addressed in accordance with relevant legal requirements.

7. To approve the Clerk's holiday requests.

8. To manage any overtime budget and agree any additional hours to be worked within the financial constraints of that budget.

9. To conduct an annual review of the overall staff structure of the Council, the number and type of Employees employed by the Council and salary costs, to ensure that the workforce is able to meet the needs and ambitions of the Council.

10. To undertake any other work authorised by Full Council