



Kingshurst Parish Council

Adopted: Annual Council May 2023

Review: 2023 Parish Council AGM

Staffing Committee Terms of Reference 2023 (draft)

This Committee is appointed under s.101(2) of the 1972 Act.

1. Objective

The Staffing Committee has been appointed to oversee and implement the council's obligation as an employer under Its Standing Orders, relevant legislation and best practice.

2. Membership

Membership shall consist of a minimum of three Councillors agreed at the first meeting of the council each year. The Chairman of the Parish Council acts in an exofficio capacity. The Chairman and Vice Chairman of the committee shall be elected, annually, at the first meeting of the committee.

A quorum shall consist of three members.

3. Areas of Responsibility

- The Staffing Committee has the delegated authority from Kingshurst Parish Council:
- To ensure that the council carries out its obligations as an employer
- To regularly review the council's employment practices, policies and contracts
 - To consider, approve or make recommendations to the parish council for appointment of employees or contractors
 - To consider and make recommendations to the parish council for learning and development budgets in line with financial regulations
- To review Clerk's performance on an annual basis and have an overview of the performance of all other employees

4. Meetings

Staffing Committee meetings are to be convened as per Local Government Act 1972.
In respect of convening ordinary meetings of the Staffing Committee, the Committee Chairman in consultation with the Clerk, may determine the date and time of its meetings.

Where confidential items are to be discussed, the committee may resolve to exclude the public, in line with the Local Government Act 1972

The Public and Press may not be admitted to these meetings as “In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item”.

The Clerk/Assistant Clerk, or other nominated member of the committee will record the decisions made at the meeting. Brief Minutes will be circulated as soon as possible and made available to councillors and the public.

Meetings will take place on dates to be agreed amongst committee members

5. Review

The committee is established to manage and support the employees of the Parish Council including recruitment and welfare.

The following responsibilities apply:

These terms of reference are to be reviewed annually