



Kingshurst Parish Council

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Clerk to the Council: Paula Coyle

Terms of Reference.

Adopted: Full Council March 2023

Review: 2023 Parish Council AGM

STAFFING COMMITTEE 23/24

1. Kingshurst Parish Councillors

- The committee shall comprise three/four members of the Parish Council.
- Appoint a Chairman
- The committee quorum is 3 members.

2. Time tables of meetings

- Meetings of this committee will be held twice each year or more often as required.
- Meetings will start at 7pm by default if no earlier time is given.

The committee will be quorate in accordance with the standing orders. There will be at least two meetings held each year: one to recommend pay rises for staff prior to budget setting and one to appoint members to carry out the clerk's annual appraisal.

3. Councilors Support

Meetings of the Staffing Committee will be attended by the Clerk or in their absence by another appropriate supporting officer.

4. Aims, objectives and responsibilities of the staffing committee.

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.**

The Committee will be mindful:

- of the legal framework for, and good practice in, employment matters
- of the confidential nature of employer-employee matters and that many of the items for consideration will require the public and press be excluded by resolution of the Committee**

- of the nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk to the Council
- of relevant council HR protocols and policies, to ensure that the council carries out its obligations as an employer
- that the Clerk is the Line Manager for all other staff.

a. Matters for recommendation to council

The Committee will receive the Clerk's reports and submit recommendations to Council on:

- office requirements including budget.
- To consider and make recommendations to the parish council for learning and development budgets in line with financial regulations
- all policy issues relating to staff

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

b. Matters for delegation to the staffing committee

The Staffing Committee has the delegated authority from Kingshurst Parish Council

The Committee will receive reports from the Clerk and will:

- be responsible for recruitment of the Clerk
- confirm the terms and conditions for all contracts of employment
- make arrangements for the regular objective review of the Clerk's performance by the Chairman of this committee or other councillor and take necessary action thereon
- consider other staff reviews undertaken by the Clerk and take necessary action thereon
- recommending salary reviews and conditions of service of existing employees to full council prior to budget setting, giving due regard to staff development and NALC guidelines decide upon annual salary awards
- appoint a member of the committee to seek advice and report back to this committee in the event of a dispute between the council and the Clerk

- consider matters arising from the application of the council's Disciplinary and Grievance Procedures and take all necessary action thereon
- as and when required under the council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members may not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting working with the Clerk or substitute officer

Consider recommendations from the Appeal Panel and take necessary actions thereon.

(Signed Kingshurst Parish Council)

(Date)