

## **EAST FARNDON PARISH COUNCIL STAFFING COMMITTEE TERMS OF REFERENCE**

### **Purpose of Committee**

This Committee is appointed to make decisions about staffing matters, subject to budget and expenditure limits set by the Parish Council as a whole.

### **Meetings**

The Committee shall meet as often as required to carry out its duties.

Meetings will be private because matters pertaining to the employment of staff are confidential, in accordance with the Public Bodies (admission to Meetings) Act 1960 as amended by the Local Government Act 1972, section 100.

### **Members**

The Committee shall consist of three members, appointed by the Council as a whole. The Chair of the Council is an ex-officio member of the Committee but cannot be the Committee Chair.

The quorum is three. In the event of the absence of committee members, one or two substitute members may be requested to allow meetings to take place.

### **Function**

1. To manage staff and employment related issues in accordance with the relevant legislation; and to ensure the Council follows best practice in providing good, safe working conditions for staff.
2. To determine the staffing levels necessary to efficiently discharge the work required by the Council, review the role profiles and workloads periodically, and make any necessary recommendations in respect thereof to the Council.
3. To assess the performance of the new member of staff during their probationary period, and recommend the next steps to Council.
4. To provide the line manager function to the Clerk, including authorisation of holiday, sick leave and other absence from work.
5. To manage attendance, long-term sickness absence, annual leave, and other types of leave in accordance with the law and current council policies.
6. To ensure that all staff have an annual performance review and salary review, and to make any recommendations in respect thereof to the Council.
7. To deal with any staff disciplinary matter or staff grievance, including pay disputes.
8. In discussion with the staff member, to identify and agree training requirements, and approve expenditure requests within the training budget.
9. To recruit new members of staff by assisting with preparation of the advertisement, person specification, job description and contract for approval by Council, shortlist the applicants, carry out interviews and make a recommendation to Council about the preferred candidate.
10. Be aware of sources of expert advice on employment matters and ensure that the Council uses such sources when there is any doubt about good employment practice and undertake training as required to support their role as the Council's Staffing Committee.