

# **BURGHCLERE PARISH COUNCIL**

Portal Hall, Church Lane, Burghclere, RG20 9HX

Email: [burghclerepc@gmail.com](mailto:burghclerepc@gmail.com) Tel: 07851 956078

## **Staffing Working Group Terms of Reference**

### **Introduction**

The Staffing Working Group is responsible for the day to day line management of the Clerk, Litterwarden and any other employee of Burghclere Parish Council. This includes all matters relating to staff conduct and performance. The group will ensure that the council is aware of and always adheres to employment law and best practice.

### **Membership and Operation**

- The group will consist of 3 Parish Councillors who will be appointed at each Annual Council Meeting thereafter.
- Any changes in membership during the year must be approved at a full council meeting.
- The group may meet informally in person or remotely.
- All decisions must be deferred to full council for approval.
- The group will report to full council as required.
- The group is expected to comply with Burghclere Parish Council's Standing Orders, Code of Conduct, Financial Regulations and all other relevant policies and procedures.
- The group must ensure all business is conducted in such a way that confidentiality is maintained at all times and that Data Protection requirements are adhered to.
- The Clerk may attend meetings of the group but may be required to leave the meeting should the matter being discussed be of a confidential nature.

### **Responsibilities**

- To oversee the recruitment process of all staff including recruitment of the Clerk. Appointments of new staff must be approved by full council.
- To oversee new employment contracts and changes to existing staff contracts, and to present these to full council for approval.
- To review pay scales for all staff and recommend to full council.
- To ensure that statutory and legal duties and obligations are met including for pension and pay and for health and safety.

Approved during meeting held on 1<sup>st</sup> July 2024

- To ensure that reviews for all staff are carried out at least annually and are mutually agreed, documented and a summary is presented to full council with any recommendations and to ensure that any associated actions and outcomes are suitably monitored.
- To review all employment policies and procedures in consultation with members of staff and full council. To ensure that Staff are working within the requirements of these policies.
- To review job descriptions periodically.
- To identify training requirements and opportunities and ensure that training needs are met.
- To manage grievance or disciplinary matters and matters relating to staff conduct and performance. To report details of such matters to full council.
- To monitor attendance, short and long term sickness.
- To monitor annual leave and other leave requirements.