

BURGHCLERE PARISH COUNCIL

Portal Hall, Church Lane, Burghclere, RG20 9HX

Email: burghclerepc@gmail.com Tel: 07851 956078

Staffing Committee Terms of Reference

Introduction

The Staffing Committee 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 Committee will ensure that it is aware of and adheres to employment law and best practice at all times.

Membership and Operation

- The committee will consist of 3 Parish Councillors who will be appointed on formation of the Staffing Committee, and at each Annual General Meeting thereafter.
- Meetings can be held in person or in special circumstances they can also be held remotely via a method agreed by full council.
- Any changes in membership must be approved at a full council meeting.
- The Committee Chairman must be appointed at a full council meeting.
- The Committee will report to full council at least once a year, and other times as required.
- The Committee is governed by Burghclere Parish Council's Standing Orders, Code of Conduct, Financial Regulations and all other relevant policies and procedures.
- The Committee will meet at least once a year, and more often if necessary.
- The Committee 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. Public and press will be excluded from any meetings for this reason.
- The Clerk may attend meetings and record the minutes, but may be required to leave the meeting should the matter being discussed be of a confidential nature. In the absence of the Clerk, any other Committee member, other than the Chair, may record the minutes.
- If a Committee member has a personal interest as defined by the Parish Council's Code of Conduct, then the member must declare the interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. The member must withdraw from the meeting for the specific agenda item if their interest is considered to be prejudicial.

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.
- 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 and implement 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 monitor and address regular or sustained staff absence.
- To manage grievance or disciplinary matters and matters relating to staff conduct and performance. To report details of such matters to full council.
- To review attendance, short and long term sickness.
- To approve annual leave and other leave requirements.

Approved during meeting held on 2nd November 2020