

# **ST ALBANS PARISH COUNCIL STAFFING COMMITTEE TERMS OF REFERENCE**

Adopted Date: 30<sup>th</sup> July 2024

## **Purpose of Staffing Committee**

This committee is appointed to manage and support the employees of the Parish Council including recruitment, performance, and welfare and to make decisions about all staffing matters, and make appropriate recommendations to the Council for ratification, as required.

The Committee will be mindful of:

- The legal framework for, and good practice in, employment matters
- The confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded
- The nationally negotiated model contract, benchmarking, and terms and conditions for the employment of the Clerk to the Council of relevant council protocols and policies

## **Membership and voting**

- Membership shall comprise of at least 3 but no more than 5 members of the Parish Council with the Chairman of the Staffing Committee having a casting vote
- Members are to be elected at the establishment of the Staffing Committee and thereafter annually at the Annual Meeting of the Parish Council each year in May.
- Election is by show of hands for each members wishing to be a member of this committee. Any changes in membership of this committee must be agreed by full Parish Council
- An interim chairman of the Staffing Committee will be appoint at the establishment of the committee, and will hold this post until the election of a chairman at the first Staffing Committee meeting
- At its first meeting, and the first meeting following the Annual Meeting of the Parish Council, the committee shall elect a chairman
- The Chairman and Vice Chairman of the Parish Council are not ex-officio members of the Staffing Committee - only those members duly elected to the committee are eligible to attend and vote to ensure sufficiency of Parish Councillors not involved in the work of the Staffing Committee to hear any appeal.
- Members of the Staffing Committee will not be members of any staffing appeals panel that may have to be formed.

## **Convening**

- The committee chairman will convene meetings of the Staffing Committee as and when required, although a minimum schedule of meetings will be agreed at the first meeting of the committee following the Annual Parish Meeting
- Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972. Minutes will be taken, approved and retained by the Parish Council in perpetuity.
- The Public and Press may not be admitted to part or all of the Staffing Committee 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

## **Meetings**

- Meetings will be held in accordance with the council's Standing Orders.

### **Quorum**

- The quorum of the committee will be three.

### **Documentation**

- Minutes of all meetings will be recorded by the Clerk or, in the absence of the Clerk, by one of the Parish Councillors present at the meeting.
- Draft minutes will be circulated to all committee members and approved at the next meeting of the committee.
- Depending on timing, either draft or approved minutes will be received by the full Parish Council for information only.
- Due to the confidential nature of staffing committee matters, these minutes will not be published.

### **Accountability**

- The Staffing Committee has been given delegated power by the full Parish Council to act on behalf of the authority in relation to these defined terms of reference only; any matters outside the committee's terms of reference shall be made to the full Parish Council as a recommendation.

### **Remit of the Committee**

The **Committee** will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for:-

1. Developing HR strategy
2. Developing and reviewing of HR policies and procedures
3. Staffing levels and structure
4. Administration and management of the recruitment process for both permanent and temporary/locum staff including:
  - a. agreement of the application pack to include a job advert, job description, person specification and application method
  - b. short listing of candidates
  - c. setting an interview date and carrying out interviews
  - d. select a suitable candidate for the role from those interviewed determine salary and offer employment subject to references.
  - e. Chairman of Staffing Committee or appointed member/officer on their behalf to make verbal offer, subject to satisfactory references and liaise with successful candidate prior to commencement of employment.
  - f. Chairman of Staffing Committee or appointed member/officer on their behalf to obtain references
  - g. Chairman of Staffing Committee or appointed member/officer on their behalf to liaise with new employee and provide a statement of particulars/contract of employment on day one of employment.
  - h. Appoint a locum clerk for a period of up to 6 months.
  - i. Chairman of Staffing Committee or appointed member/officer on their behalf to prepare report to Full Council recommending appointment of candidate for permanent position
5. Staff retention
6. Determining or reviewing staff conditions of service and general terms of employment

7. agreeing salary grading and pay, in line with National Joint Council and Society of Local Council Clerks best practice guidelines
8. Determine and review leave entitlements including annual holiday, sickness, statutory entitlements and special leave
9. Special conditions relating to a specific post or individual
10. Allowances, expenses and subsistence
11. Working hours
12. Pension arrangements
13. Sickness absence management
14. Trade union membership recognition
15. Staff performance review/appraisals
16. Operation of the Council disciplinary, grievance, capability, grading and appeal procedures and equal opportunities policy
17. Health, safety and welfare of staff
18. Any other matters delegated to the Committee or deemed relevant to these terms of reference.
19. Having delegated powers to consider and implement/negotiate any changes to contract terms, which are required to comply with staffing law, health and safety law and terms and conditions of service as laid down by the National Joint Council (NJC "Green Book")
20. Appointment of a line manager for the Clerk:
  - a. who will have responsibility for day-to-day liaison with the Clerk including working conditions, holiday/leave arrangements; sickness; ensuring workload is acceptable and manageable; ensuring the Clerk has sufficient time to undertake the workload and general well-being of the Clerk in their work and appraisal.
  - b. who will not have decision making powers but will report the liaison/discussions with the Clerk to the Staffing Committee should any decisions be required on any issue.
  - c. who will set targets with realistic timescales to achieve them. The targets will be reported to the Staffing Committee and reviewed as part of performance management.
21. Management of the process leading to the redundancy of staff.
22. Appointment of a member of the committee to seek advice for the committee in the event of a dispute between the Council and the Clerk
23. Consideration of matters arising from the application of the Parish Council's Disciplinary and Grievance Procedures and take all necessary action thereon as and when required under the Parish Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting
24. Consideration of recommendations from the Appeal Panel and take necessary actions thereon

Where the Committee feels necessary, it may refer any decision for which it has delegated authority, to the full Parish Council.

## **Review**

The Staffing Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Parish Council meeting and recommendations for alteration to be made to the full Parish Council.