

Castle Bromwich Parish Council

Staffing Committee

Terms of Reference



The term 'Proper Officer' is used to denote the Council's head of paid services, the Clerk.

Membership

The committee will consist of () (no less than 5) members of Castle Bromwich Parish Council; the council's vice-Chairman will not be a member of this committee and the Council's Chairman may be a member but will not chair this committee.

Quorum

Three members will constitute the minimum number required for a meeting to proceed.

Meetings

The committee will meet () times per year on the second Monday of (named months) at a time to be agreed between the members.

Even though it is likely that, due to the confidential nature of the matter to be discussed, meetings will close to members of the public, all meetings of the Staffing Committee will be duly convened and proper public notice will be given. The meetings will be open to members of the public until such times as they are asked to leave the meeting to allow for discussion of confidential matters, and meetings will be clerked. Minutes will be made available within one month of the meeting and referred to the next meeting of the full council whether or not approved by the committee.

Public participation

Members of the public will be allowed to participate during 'Open Forum' – for up to 15 minutes only.

Delegated responsibilities

The Committee has delegated authority to:

- a) Progress staff recruitment when required;
- b) Confirm individual contracts of employment and all terms and conditions;
- c) Arrange for the regular review of the Proper Officer's performance by either the Chairman of the Committee or another member of the committee, as agreed with the Proper Officer;
- d) Consider other staff reviews (if any) undertaken by the Proper Officer;
- e) Decide upon annual salary awards;
- f) Consider any matters arising in response to the application of the council's Grievance and Disciplinary Procedure, and act accordingly;
- g) Appoint an Appeals Panel and its Chairman, when required by the Grievance and Disciplinary Procedure. Membership of the Appeals Panel will include the Council's vice-Chairman and two other members of the council who are not members of the Staffing Committee.
If a grievance has been raised against a council member, that member will be excluded from membership of both the Staffing Committee and the Appeals Panel.
- h) Clarify the Terms of Reference for the Appeals Panel, which will include the requirement that all recommendations are directed in the first instance to the Staffing Committee;
- i) Consider recommendations from the Appeals Panel and act accordingly;
- j) Alter these Terms of Reference if there is insufficient number of 'untainted' members to form an Appeals Panel;
- k) Review all policy issues relating to staff on a biennial basis.

Staffing Committee members are reminded of:

1. The legal framework that exists for good practice in employment matters;
2. The confidential nature of employer / employee matters and that items for consideration may require the committee to resolve to exclude the press and public from the meeting;
3. The nationally negotiated (NALC and ALCC) model contracts and terms and conditions for the employment of the Proper Officer, adherence to which XXX Parish Council has agreed;
4. The Member-Officer Protocol, available as a policy document;
5. Staff management is facilitated by the understanding that the Council Chairman is the Proper Officers 'line manager' and the Proper Officer manages all other staff, if any.

Budget requirements

The Staffing Committee will not be required to establish a budget but will be expected to manage the financial costs involved when recruiting new staff. Funds for this will be agreed and made available by resolution of the full council.

Agreed at XXX Parish Council meeting held

Review date: May 2021

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