

Terms of Reference – Staffing Subcommittee

1. Membership

The Staffing Subcommittee is a subcommittee of the Finance & General Purposes Committee, and is composed of four members - the Parish Council Chairman, the Vice Chairman and two other councillors.

2. Purpose of the committee

To be both responsible for all matters in the Parish Council relating to staff and to manage any complaints about staff or councillors from either other councillors or the public.

3. Aims and objectives

- To review staffing structures and levels and makes recommendations to the Parish Council.
- To agree and review annual contracts of employment, job descriptions, person specifications for staff and to review the Clerk/RFO performance.
- To review staff salaries and terms and conditions; to make recommendations to the Finance and General Purposes Committee.
- To act as a recruitment panel when necessary and recommend appointments to the Parish Council. The recruitment panels will normally also include the Clerk.
- To act as a disciplinary panel as set on the in Green Book and as an appeals panel in the case of any appeal against disciplinary action.
- To appoint members to hear any formal grievance.
- To review health and safety for all Council employees.
- To review all Council policies that relate to staff employment on an annual basis.
- To ensure that the Council complies with all legislative requirements relating to the employment of staff.

4. Meeting arrangements and frequency

- a. Meetings will be held at least three times a year and additionally when exceptional and specific circumstances demand. An initial calendar will be agreed at the first meeting of the subcommittee.
- b. Standing orders on rules of debate and on interests of members in contracts or other matters shall apply.

5. Quorum

Three subcommittee members are required for decision making purposes.

6. Reporting and accountability

- a. The committee is a subcommittee of the Parish Council. The agendas and minutes of these meetings will not be made public due to potentially sensitive and confidential nature of some agenda items.

- b. The Chairman of the subcommittee is expected to produce the agenda for each meeting, at a minimum of five working days before each meeting.
 - c. The Chairman will also write the minutes for the subcommittee meetings and circulate the draft minutes to the members of the subcommittee within five working days of each meeting.
 - d. The subcommittee will refer matters to the Finance & General Purposes Committee which are outside its Terms of Reference together with any recommendations.
7. Review arrangements

The appointment of the subcommittee will be considered at the Annual Parish Meeting who may decide to alter or dissolve the subcommittee as required.

Adopted by Prestbury Parish Council on 9/Nov/2020