

Bagworth & Thornton Parish Council

Serving the people of Bagworth, Merry Lees & Thornton

Bagworth Community Centre, Station Road, Bagworth, Leicestershire, LE67 1BH

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POLICY DETAILS	
Policy Title	Terms of Reference for the Staffing Committee
Responsibility	Full Council
Date Adopted	14/05/18
Version	3
Revision Dates	13/05/19, 04/05/2021

These rules are supplemental to and do not in any way override the Parish Council's Standing Orders &/or Financial Regulations.

1. Membership of the Staffing Committee

All members of the Committee will be elected Councillors. The Committee will consist of no fewer than four elected Councillors including the Chairman and Vice-Chairman of the main Council, to be confirmed every year at the Annual Parish Council meeting. Any changes in membership of the Committee after the Annual Parish Council meeting shall be subject to approval at the full Council meeting.

The quorum of the Committee shall be three of its members.

2. Chairman

The chairman of the Committee shall be voted in at the Annual Parish Council Meeting. Upon election of a new Committee Chairman, the outgoing chairman shall remain a member of the Staffing Committee for a period of four months from the date of the meeting at which the new Chairman was elected, provided that the outgoing Chairman is still a member of the Parish Council.

3. Conduct of Meetings

All meetings of the Committee shall be held in closed session and convened in accordance with the Parish Council's Standing Orders. Meetings will be minuted by the Clerk to the Council, another member of staff or a member of the Committee.

4. Powers of the Staffing Committee

The Committee shall be empowered to make any decisions on staffing matters on behalf of Full Council, subject to any costs incurred being within the Parish Council's total budget for staff pay.

5. Responsibilities and Areas of Operation of the Staffing Committee

- a. To establish and keep under review the staffing structure of the Parish Council in consultation with Full Council.

- b. To establish and review salary pay scales for all categories of Parish Council staff and to be responsible for their administration and review.
- c. To recruit and appoint Parish Council staff.
- d. To arrange execution of new employment contracts and changes to contracts.
- e. To establish and review performance management and staff programmes as appropriate.
- f. To oversee any process leading to dismissal of Parish Council staff including redundancy.
- g. To keep under review staff working conditions.
- h. To monitor and address regular or sustained staff absence.
- i. To consider any appeal against a decision in respect of pay.
- j. To consider grievance or disciplinary matters (and any appeals).