

# Ravenfield Parish Council

## TERMS OF REFERENCE

### STAFFING COMMITTEE

#### Purpose of Staffing Committee

This committee is appointed to make decisions about all staffing matters, subject to budget and expenditure limits decided by the Full Council unless stated otherwise.

#### Membership and voting – 4 Members

**(To be elected annually at the Annual Meeting of the Parish Council each year in May)**

1. The Committee will consist of 4 Councillors.
2. At its first meeting following the Annual Meeting of the Parish Council, the Committee shall elect a Chair.
3. The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.
4. Members of the Staffing Committee will not be members of any staffing appeals panel that may have to be formed.

#### Convening

The Parish Clerk/RFO will convene Staffing Committee meetings as and when necessary. The Committee Chair may also convene meetings as he/she feels necessary. 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 Council in perpetuity.

#### Meetings

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

#### Quorum

The quorum of the Committee will be 3 members.

## **Documentation**

1. Minutes of all meetings will be recorded by the Parish Clerk or, in the absence of the Parish Clerk, by one of the Councillors present at the meeting.
2. Draft minutes will be circulated to all Committee members.
3. Depending on timing, either draft or approved minutes will be received by the Full Council for information only.

## **Accountability**

The Staffing Committee has been given delegated power by the Full 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 Council as a recommendation.

## **Remit of the Committee**

1. To establish and keep under review the staffing structure in consultation with the Full Council.
2. To draft, implement, review, monitor and revise employment policies for staff.
3. To administer and manage the recruitment process including:
  - agreement of the application pack to include a job advert, job description, person specification and application form.
  - short listing of candidates
  - setting an interview date and carrying out interviews
  - select a suitable candidate for the role from those interviewed and make recommendation to Full Council (Full Council to approve appointment and agree salary to be offered).
  - Chair of Staffing Committee to make verbal offer, subject to satisfactory references and liaise with successful candidate prior to commencement of employment.
  - Chair of staffing to obtain references
  - Chair of staffing to liaise with new employee and provide a statement of particulars/contract of employment on day one of employment.
4. Salary recommendations for new staff and regrading recommendations for existing staff will be made to the Full Council and this body will decide these.
5. To arrange the execution of new employment contracts.
6. To have 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") (excluding salary level decisions, see 3 above).
7. The committee will be the line manager of the Parish Clerk/RFO.

The committee will appoint a Liaison Councillor who will have responsibility for day to day liaison with the Parish Clerk/RFO in consideration of working conditions, holiday/leave arrangements; sickness; ensuring workload is acceptable and manageable; ensuring the Parish Clerk/RFO has sufficient time to undertake the workload and general well-being of the Parish Clerk/RFO in his/her work.

The Liaison Councillor will arrange and lead on appraisals for the Parish Clerk/RFO.  
The Liaison Councillor will not have decision making powers but will report the liaison/discussions with the Parish Clerk/RFO to the Staffing Committee should any decisions be required on any issue.

The Liaison Councillor, in dialogue with the Parish Clerk/RFO, will set targets with realistic timescales to achieve them. The targets will be reported to the Committee and reviewed under paragraph 8 below.

8. To establish and review performance management (including staff appraisals, which will be held in October each year) and staff training programmes.
9. To manage the process leading to the redundancy of staff.
10. To monitor and address regular or sustained staff absence.
11. To make recommendations on any staffing related expenditure to the Full Council.
12. To consider any appeal against a decision in respect of pay.
13. To handle grievance or disciplinary matters (and any appeal (different Councillors) in accordance with the adopted policies of the Council, which must accord with the ACAS Codes of Practice on grievance and disciplinary matters.
14. Review the performance of any payroll company used by the Council, on an annual basis
15. To implement, monitor and review staff pension arrangements.

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

### **Review**

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

Adopted by Ravenfield Parish Council at its meeting on 9 May 2024.