

# Much Hadham Parish Council

## Staffing Committee

### Terms of Reference

The Staffing Committee will consist of three councillors, and will be responsible for all staffing matters. It will meet as and when required to ensure that Much Hadham Parish Council complies with the requirements and obligations of employment law, and follows best practice in providing good working conditions to staff, including the staff of sub-committees of the Council.

The Staffing Committee will be responsible in particular for the following:

#### Clerk

- Agreeing the Clerk's job description, reflecting the Council's changing situation and requirements
- Reviewing the Clerk's salary at least annually and, if appropriate, recommending an increase
- Ensuring that the Clerk is aware of the Member Officer protocol
- Setting performance targets for the Clerk, so that the annual appraisal includes objective performance measures, and ensures that the Clerk maintains skills relevant to his position.

#### Other Employees

- Undertaking the recruitment of the Parish Clerk, the RFO and whatever other staff may be required
- Ensuring that the Clerk is supported and has everything required to enable him to manage other staff
- Making appropriate provision for the training of staff
- Ensuring that the Council makes suitable pension provision for its employees
- Appointing a locum clerk whenever necessary, and agreeing terms

#### Administration

- Agreeing relevant recruitment and selection procedures
- Agreeing and being involved as appropriate in the annual staff appraisal and development arrangements
- Periodically, and at least every two years, reviewing staff contracts, grievance and disciplinary policies
- Reviewing staffing levels and accommodation requirements when necessary
- Managing employee rights relating to leave, time-off, family rights and sickness
- Ensuring the health and safety of staff, and that appropriate risk assessments are undertaken
- Keeping up to date with developments in employment law
- Ensuring that suitable investigations are undertaken into any relevant grievance or disciplinary matters
- Serving as the disciplinary or grievance panel to hear these matters
- Agreeing the members to sit on an appeals panel to hear appeals against a grievance or disciplinary decision
- Practising and promoting fair and equal treatment of staff throughout the performance of all Council activities, and ensuring that there is no discrimination, harassment or bullying of any member of staff
- Ensuring that the Council makes suitable pension provision for its employees

## Notes

1. All meetings of the staffing committee will exclude press and public, under Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted
2. All staffing matters are to be confidential to members of the Staffing Committee or Appeals Panel, as appropriate
3. Minutes of the Staffing Committee to be presented to the Full Council for information

AJY – 30/11/15