

Staffing committee terms of reference

The staffing committee is a committee of Sourton Parish Council.

Membership

The committee shall consist of 3 members of Sourton Parish Council, as agreed and minuted in a Sourton Parish Council meeting. There should be a further 3 members identified to act as an “Appeal Committee” should it ever be required.

Appointment of sub-committee

Sourton Parish Council shall at their annual meeting in May determine the members of the committee.

Casual Vacancies

Sourton Parish Council from among their members shall fill casual vacancies occurring in membership of the committee.

Frequency of Meetings

The committee shall meet as often as required, meeting frequency to be decided by request of full Council, the Clerk or the committee. A quorum at each meeting shall be 2 members.

Record of Meetings

The committee shall ensure that an agreed written record of each of their meetings is forwarded to Sourton Parish Council for the next normal meeting.

Attendance

It is expected that all members of the committee attend all meetings.

Functions of the Committee

- To decide upon the arrangements for the appointment and appraisal of staff, including reviewing and updating contracts.
- To review and update where necessary the contract of employment and job description for any staff role, prior to any new appointment, and at least one every five years even if there is no new appointment required.
- To discuss and agree the process for any new appointment, including job description, shortlisting criteria and interview dates. Normally all correspondence with candidates and referees should be by the Clerk, but in the Clerk’s absence this should be by a member of the committee who has been appointed to that role by full Council.
- To recommend to full Council, after interview and due consideration, suitable candidates for appointment. Decision on appointment is made by full Council.
- To appoint two members to carry out annual staff appraisals, and report to the next full meeting if there are any issues, or that there are not.
- To consider remuneration levels for staff, including any changes to pay grades, if required. To make recommendations to full Council for approval where there are financial implications. Note – any nationally agreed annual increase as announced by SLCC/NALC will be automatically awarded to staff.

- To deal with any matters that are raised under Sourton Parish Council's own specific policies and any applicable national legislation such as grievance, health and safety as it applies to staff, any Code of Conduct matters that apply to staff, any staffing disputes, or other staffing related issues.