

Staffing Subcommittee terms of reference

The staffing Subcommittee is a Subcommittee of Sourton Parish Council.

Membership

The working group shall consist of three members of Sourton Parish Council, as agreed and minuted in a Sourton Parish Council meeting. There should be a further three members identified to act as an "Appeal working group" should it ever be required. The Chair of the Council can be a member of neither committee.

For day-to-day matters, for example the approval of holiday by the Chair of the Council, the Clerk's line managers are the Chair of the Council and Chair of Staffing Subcommittee.

The Chair of the Council and the Chair of the Subcommittee cannot be related. In the event that these two persons are related* to each other the following will apply:

- In the event that Chair of the Council and the Chair of the Subcommittee are related, the Line Managers will be the Chair of the Council and another member of the Staffing Subcommittee.

* In this instance 'related' means – spouse, civil partner, parent, child, brother or sister.

Appointment of working group

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

Casual Vacancies

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

Frequency of Meetings

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

Record of Meetings

The subcommittee 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 subcommittee attend all meetings.

Functions of the subcommittee

- To recommend the arrangements for the appointment and appraisal of staff, including reviewing and updating contracts.
- To review and recommend to Full Council updates where necessary on the contract of employment and job description for any staff role, prior to any new appointment, and at least once every five years even if there is no new appointment required.
- To discuss and recommend 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 subcommittee 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 carry out annual staff appraisals, and report to the next full meeting if there are any issues, or that there are not. As the Clerk's dedicated point of contact, the Chair of the Staffing Subcommittee shall review the performance and annual appraisal of the work of the Clerk. The review and appraisal shall be reported at the next full Council meeting.
- 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.