

Rowington Parish Council – STAFF COMMITTEE TERMS OF REFERENCE

The Staff Committee Terms of Reference were reviewed on 9 June 2022

1. Members of this Committee

Three Parish Councillors appointed annually at the Annual Council Meeting.

Functions, delegated responsibilities/authority and powers

Responsible for all staff matters, making decisions on behalf of the Council when necessary, within relevant budgets notwithstanding contractual obligations, providing support as required. Full Powers to implement Staff Discipline & Grievance Policy as necessary and review. Professional advice sought as appropriate. Termination of the Clerk's contract requires ratification by the Council.

Meeting Venue and frequency

Quarterly (or half yearly or annually) or as required.

2. Quorum

The quorum of the Committee shall be three Members.

3. Voting

Only the above may vote and participate at a meeting. In the case of an equal vote the Chairman shall have a second or casting vote.

4. Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. N.B. If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates. (Would need provision for a reserve member to ensure quorum of 3).

5. Chairman

The Chairman is to be elected annually by the Committee at their first Meeting. (see 9)

6. Minutes

All Minutes shall be open for inspection by any Member of the Parish Council, with the exception of Confidential Minutes.

Decisions cannot be made in a confidential session – a public meeting is required for any decisions to be recorded – it is the confidential session that public/press would be excluded from.

7. Admission of the Public and Press

The Public and Press may not be admitted to these meetings as “In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item”.

8. Responsibilities

The Committee is responsible for the employment and welfare of all employees.

9. Procedures

At the first meeting following the Annual Council Meeting the Committee shall, before proceeding to any other business, elect a Chairman and Vice Chairman who shall hold office for one year. Meetings will be held on a needs basis.

10. Terms of Reference

To review the Terms of Reference of the Committee at the first meeting of the Committee after the Annual Council Meeting of Council or when necessary and make appropriate recommendations to the Council.

11. Meeting Duration

The Staff Committee meeting will be for a maximum of 2 hours, with any unfinished business being taken at the beginning of the next meeting. In exceptional circumstances the meeting may be extended with a vote taken by Members.

12. Specific Delegated Powers:

- i. To review staffing structures and levels and make recommendations to the Council.
- ii. To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Clerk/RFO's performance.
- iii. To review staff salaries and terms of conditions and make recommendations to Council.
- iv. To appoint, from its membership, a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include at least three members in the case of appointment plus the Clerk.
- v. To appoint, members to act as a Disciplinary Panel as set out in the Green Book and as an appeals panel in the case of any appeal against disciplinary action.
- vi. To appoint members to hear any formal grievance**
- vii. To review health and safety at work for all Council employees.
- viii. To review all Council policies that relate to staff employment on an annual basis.
- ix. To ensure the Council complies with all legislative requirements relating to the employment of staff.

Adopted on 11 October 2018