



Ardleigh Parish Council

Terms of reference for the Staffing Committee

1. Membership

The Committee shall consist of a minimum of three councillors. Non-parish-councillors may not be members. The quorum of the Staffing Committee will be three members.

The Chair of the Council shall automatically be a member of the committee unless otherwise excluded. The Chair & Vice Chair of the Committee will be appointed at the first committee meeting following the Annual Parish Council Meeting. All members shall comply with the Code of Conduct and the Councils Standing Orders.

2. Meetings

The Committee shall meet a minimum of twice a year, with additional meetings scheduled as and when necessary.

Meetings will be in private rather than in public due to the confidential nature of business.

3. Confidentiality

All members must preserve confidentiality of all individual staffing matters pertaining to the business of the committee.

4. Delegated Powers

The Committee will hold delegated powers to deal with all personnel, employment and recruitment issues with reports and recommendations made to the parish council as necessary. In cases of urgency that will not wait until the next council meeting, the committee will have full powers to act on behalf of the council.

4. Responsibilities

The committee's primary purpose is to ensure the council complies with the requirements of employment laws and follows best practice in providing good working conditions for staff.

1. The Council, as a whole, is the employer and will provide direction to staff. Individual Councillors should therefore not instruct staff.
2. The Chair of the Council is the key contact for the Clerk including liaison on day-to-day employment matters, such as notification of holiday, sick leave and absence from work.
3. The Clerk will be the line-manager for other staff.

The Committee will:

1. Advise the council on human resources aspects of the council
2. Review and appraise the performance of employees annually
3. Consider the annual pay awards for all employed by the council
4. The committee will meet to discuss the staffing budget requirements each year which will then be considered by the Council during the budget setting process.
5. Carry out initial personnel investigations and request relevant supporting documents and evidence when and where appropriate.
6. Deal with any staff disciplinary matter in accordance with the Councils Disciplinary Procedure (or ACAS/ NALC guidance in the absence of a specific procedure)
7. Deal with any staff grievance in accordance with the Councils Grievance procedure (or ACAS/ NALC guidance in the absence of a specific procedure)
8. Review all employment policies and procedures periodically, including the Grievance and Disciplinary Procedures.