

GWENNAP PARISH COUNCIL

Terms of Reference for Staffing Committee

1. Membership

The Committee shall consist of a minimum of 3 councillors. The quorum of the Staffing Committee shall be two members. The Chair of the Council shall automatically be a member and shall be Chair of the Committee unless otherwise excluded.

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 the 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 shall hold delegated powers to deal with all personnel, employment and recruitment issues with reports and recommendations made to the full Parish Council, as necessary.

In cases of urgency which cannot wait until the next Council meeting, the Committee shall have full powers to act on behalf of the Council.

5. Responsibilities

The Committee's primary purpose is to ensure that the Council complies with the requirements of employment law and follows best practice in providing good working conditions for staff.

The Chair of the Council shall provide the line-manager function for the Clerk, including responsibility for day-to-day matters, such as authorisation of holiday, sick leave and other absence from work.

The Committee shall:

1. Advise the Council on all personnel aspects of the Council's business.
2. Review and appraise the performance of the Clerk annually.
3. Consider the annual pay award for the Clerk.
4. Consider the staffing budget requirements each financial year.
5. Carry out initial personnel investigations and request relevant supporting documents and evidence when and where appropriate.
6. Deal with any disciplinary matter in accordance with the Council's Disciplinary Procedure.
7. Deal with any grievance in accordance with the Council's Grievance Procedure.
8. Review all employment policies and procedures periodically, including the Grievance and Disciplinary Procedures.