

TERMS OF REFERENCE

STAFFING COMMITTEE

Responsibilities specific to all committees:

- To be responsible for compiling its annual budget
- To present and obtain approval for its annual budget from Full Council
- To monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible
- To set dates for ordinary meetings
- If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the Full Council for decision following presentation of the Committee draft minutes.

Responsibilities specific to this committee:

Authority

The Staffing Committee is constituted as a standing committee of the Full Council. It is appointed by and is solely responsible to Hellesdon Parish Council to make decisions about all staffing matters subject to budget and expenditure limits. The Committee duties are defined and agreed by the Full Council which may resolve, at any time, to modify the Committee's powers.

Membership

Membership will be made up of six councillors.

Quorum

The committee quorum shall be three members.

Frequency of Meetings

The Committee will meet at least four times during each civic year and to publish these meetings in advance as ordinary meetings. The ordinary meetings to consider committee general items and standing items in accordance with set timetable. Additional meetings will be set as required.

Record of Proceedings

Written minutes will be taken to record the Committee's decisions and recommendations and will be circulated to all Councillors for the next Full Council meeting.

Delegated Powers

1. To establish and keep under review the staffing structure and to implement as appropriate any action as needed
2. To draft, implement, review, monitor and revise policies for staff
3. To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review
4. To oversee the recruitment and appointment of staff other than for the position of Clerk to the Council
5. To oversee any process leading to dismissal of staff (including redundancy)
6. To arrange execution of new employment contracts and changes to contracts
7. To establish and review performance management (including annual appraisals) and staff training programmes for staff
8. To keep under review staff working conditions and staff health & safety at work matters
9. To monitor and address regular or sustained staff absence
10. To consider the dismissal of an employee
11. To supervise and performance manage the Clerk to the Councils work, administer his/her leave requests and record and monitor his/her other absences

Standing Items for Ordinary Meetings

First meeting –

- to consider Procedures of Staffing Panels
- to set dates of committee ordinary meetings

Second meeting –

- to receive a report on the annual appraisal process
- to address capital projects as identified in the budget the responsibility of the committee

Third meeting –

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- to consider the committee budget for recommendation to the Full Council for approval

Fourth meeting –

- to review policies for staff and staffing related matters