

## **HEATHFIELD AND WALDRON PARISH COUNCIL**

### **STAFFING SUB-COMMITTEE**

#### **Terms of Reference**

The Staffing Sub-Committee reports to the Finance and General Purposes Committee. It has been set up to deal with staffing and personnel matters.

#### **Membership**

The Sub-Committee shall consist of 6 Members. The Chairman and Vice-Chairman of the Council are ex-officio members of the sub-committee and have full voting rights.

Membership shall be agreed and approved by the Finance and General Purposes Committee.

Meetings will not generally be open to the public (or other Members of the Council) because of the confidential nature of the business to be transacted.

Committee members are required to read the documentation relating to agenda items prior to attending the meeting.

#### **Quorum**

A quorum must comprise at least three Members.

#### **Chairman**

At the first meeting and thereafter at the first meeting after the Annual General Meeting of the Council, the Staffing Sub-Committee shall elect from its number a Chairman and Vice-Chairman.

Prior to the issuing of the agenda for the meeting, the Chair of the Committee will liaise with the Clerk over the items to appear on it

#### **Meetings**

Meetings will be held as required and may be convened at short notice to consider urgent staffing matters.

Meetings will be supported by the Clerk, or in her absence, the Assistant Clerk.

The Agenda and notice of the meeting will be notified at least 3 clear working days in advance, in accordance with paragraph 2 of Standing Orders.

If a Committee member is unable to attend the meeting they should, where possible, inform the Parish Council no later than noon on the day of the meeting

Minutes of the Committee will be circulated to all Members of the Council and signed by the Chairman of the Staffing Sub-Committee at its next meeting.

### **Delegated Powers**

The Sub-Committee will have the following delegated powers:

- To appoint from its membership a recruitment panel when necessary and recommend appointments to the Council through the FGP Committee
- To agree and review contracts of employment, job descriptions and person specifications for staff and report to the FGP Committee as required
- To review staffing structures and levels and report to the FGP Committee as required
- To review staff salaries and terms of conditions and report to the FGP Committee as required
- To appoint from its membership three members to act as a disciplinary panel as set out in the staff handbook and as an appeals panel in the case of any appeal against disciplinary action taken by the Parish Clerk<sup>1</sup>
- To appoint from its membership three members to hear any formal grievance made by the Parish Clerk or other staff against another employee or the Parish Clerk and any appeal against the outcome of a grievance investigation<sup>2</sup>
- To review all policies that relate to staff employment as required and to make any recommendations to the FGP Committee
- To ensure the Council complies with all legislative requirements relating to the employment of staff<sup>3</sup>

### **Notes**

<sup>1</sup>If there are insufficient members who are independent of the original disciplinary panel, a Member of FGP Committee may be substituted instead

<sup>2</sup>If there are insufficient members who are independent of the original grievance panel, a Member of the FGP Committee may be substituted instead

<sup>3</sup>The Sub-Committee will have regard to any advice from the Parish Council's appointed Human Resources agent (through the Parish Clerk) and be aware that any decision that goes against this advice may affect the Parish Council's indemnity policy.

H Johnson  
January 2020