



Chacewater Parish Council Staffing Committee

The staffing committee is a sub-committee of Chacewater Parish Council .

Terms of Reference Adopted on 29th January 2021

The Staffing Committee will consist of 3 Councillors and in conjunction with the Chairman, be responsible for all staffing matters.

It will meet a minimum of once annually, plus as and when required to ensure that Chacewater Parish Council complies with the requirements and obligations of employment law and follows best practice in providing good working conditions for staff.

Membership of the Staffing Committee is reviewed and voted annually at the Annual Meeting of Chacewater Parish Council.

The Council recognises it has a duty of care to its employees and the Staffing Committee will, in conjunction with the Full Council, be responsible in particular for the following: -

- To agree relevant recruitment and selection procedures
- To establish and keep under review the staffing structure
- To establish and review salary pay scales for all staff
- To undertake the recruitment of the Parish Clerk, RFO and be involved as necessary in the recruitment of other staff as required
- To establish and review performance management including annual appraisals and staff development arrangements
- To review, monitor and revise staff contracts, grievance and disciplinary policies and procedures periodically and at least every two years
- To review staffing level requirements when necessary to manage employee rights relating to leave, time off, family rights, pay and illness
- To ensure that the Clerk is supported and has everything required for managing other staff
- To make appropriate staff training provision
- To keep under review staff working conditions and health and safety matters
- To keep up to date with developments in employment law
- To ensure that suitable investigations are undertaken into any relevant grievance or disciplinary matters
- To agree the Members to sit on an appeals panel to hear appeals against a grievance or disciplinary decision as and when appropriate
- To practice and promote fair and equal treatment of all employees of Chacewater Parish Council throughout the performance of all Council activities and ensure that no discrimination, harassment or bullying takes place against any member of staff.
- To monitor and address regular or sustained staff absence
- To review the Clerk's annual appraisal conducted by the Chairman
- To review and monitor the process for annual appraisals for all employees of Chacewater Parish Council
- To review and develop Council policies that relate to staff employment on an annual basis
- All meetings of the Staffing Committee will exclude press and public, under Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted. All staffing matters are to be confidential to members of the Staffing Committee or Appeals Panel, if appropriate. Minutes from the Staffing Committee are to be approved by the Full Council at its next meeting.