



STAFFING COMMITTEE TERMS OF REFERENCE

1. Committee

1.1. The Staffing Committee is constituted as a Standing Committee of Lymm Parish Council.

2. Members

2.1. Membership shall comprise of four members.

2.2. The Chairman and Deputy Chairman of the Council are ex-officio members of the committee if they are not one of the four selected members.

2.3. Membership of the committee is established at the annual meeting of the Council.

2.4. The committee shall elect a Chairman for each civic year.

2.5. Co-opted members may join the committee during the year if authorised by the Council.

2.6. Three members of the committee shall constitute a quorum for meetings.

3. Frequency of Meetings

3.1. One meeting will be held every year to focus on a review all staff contracts, job descriptions, HR policies and the Staff Handbook.

3.2. Other meetings will be convened as and when necessary to deal with grievances or disciplinary matters, in line with the Staff Handbook, to recruit staff or to deal with other personnel issues.

4. Purpose - General Delegated Powers

4.1. Members will be advised by the Clerk to the Council whether or not a particular item under discussion is within the committee's delegated powers. If it is within delegated powers the minute will record the decision as **Resolved**. If not, then the minutes will record the decision as **Recommended** and it will be brought to the attention of the Council for decision when tabling the committee minutes.

5. Purpose - Specific Delegated Powers

5.1. To review staffing structures and levels and make recommendations to the Council.



- 5.2.** To agree and review annually contracts of employment, job descriptions and person specifications for staff.
- 5.3.** To review staff salaries and terms and conditions and make recommendations to the Council.
- 5.4.** To appoint a recruitment panel when necessary and recommend appointments to the Council. Recruitment panels will normally include three members in the case of the appointment of Clerk to the Council or RFO posts. For all other posts: one member plus the Clerk.
- 5.5.** To appoint from its membership three members from the Council to act as a disciplinary panel as set out in the Staff Handbook.
- 5.6.** To appoint an appeals panel from the Council in the case of any appeal against disciplinary action taken by the Clerk to the Council.
- 5.7.** To appoint from its membership three members to hear any formal grievance made by the Clerk to the Council and any appeal by other staff against the outcome of a grievance investigation undertaken by the Parish Council.
- 5.8.** To review health and safety at work for all Council employees.
- 5.9.** To ensure the Council complies with all legislative requirements relating to the employment of staff.