



Staffing Committee Terms of Reference 2023-24

1. Committee

- 1.1. The Staffing Committee is constituted as a Standing Committee of Lymm Parish Council.
- 1.2. The Committee will operate in accordance with Local Government Law and in accordance with the Council's Standing Orders and Financial Regulations.

2. Membership

- 2.1. The committee will comprise of four members of the Parish Council who are all elected annually by Full Council during the May meeting.
- 2.2. The Chair and Deputy Chair of the Council are ex-officio members of the committee if they are not one of the four selected members.
- 2.3. The Council will appoint a Chair at the May meeting each year.
- 2.4. A Chair shall serve no more than 3 consecutive years.
- 2.5. In the event of the Chair's absence the members of the committee present will appoint a Chair at the beginning of the meeting.
- 2.6. The Committee cannot appoint non-Councillors as Committee Members.
- 2.7. Each meeting requires a quorum of 3 Members.

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. Additional meetings may be called as the Clerk and Committee Chair feel necessary.
- 3.2. Agenda must be prepared and distributed with 3 clear days' notice.
- 3.3. Draft Minutes of all meetings are to be forwarded by e-mail to members of the Committee as soon as practicable following the meeting.

4. Voting at Meetings

- 4.1. Only designated Committee members are allowed to vote at meetings. Ex-officio Councillors are able to participate but cannot vote.

5. Interests of Members

- 5.1. If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council, then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.
- 5.2. If a Member has declared an interest then considers the interest to be prejudicial, they must withdraw from the meeting during consideration of the agenda item to which the interest relates.

6. Purpose – General Delegated Powers



6.1. 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 or is a matter that has been delegated by Full Council. 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.

7. Purpose – Specific Delegated Powers

- 7.1. To review staffing structures and levels and make recommendations to Full Council.
- 7.2. To agree and review annually contracts of employment, job descriptions and person specifications for staff.
- 7.3. To review staff salaries and terms and conditions making recommendations to the Council.
- 7.4. 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.
- 7.5. To appoint from its membership three members from the Council to act as a disciplinary panel as set out in the Staff Handbook.
- 7.6. To appoint an appeals panel from the Council in the case of any appeal against disciplinary action taken by the Clerk to the Council.
- 7.7. 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.
- 7.8. To review health and safety at work for all Council employees.
- 7.9. To ensure the Council complies with all legislative requirements relating to the employment of staff.

8. Review of the Terms of Reference

- 8.1. Terms will be reviewed at the Annual Parish Council meeting in May or before if required.

9. Admission of the public and press

- 9.1. The Public and Press may be admitted to all meetings. If required they may be temporarily excluded by means of a special resolution as follows: "In accordance with the Public Bodies (admission to Meetings) Act 1960 and the Local Government Act 1972, ss100 and 102, the following agenda items are likely to be considered with members of the public and press excluded from the meeting for the reason that the nature of the business being discussed is of a confidential nature and that matters appertaining to the employment of staff are confidential."