

GREAT BUDWORTH PARISH COUNCIL

Staffing Committee

TERMS OF REFERENCE

Membership

Membership of the Committee is all councillors plus invited ex officio members

Membership of the Committee shall be determined at the Annual Meeting of the Council

The Committee shall appoint a Chairman by election from members of the Committee at the Annual Parish Meeting

Quorum

The quorum necessary for the transaction of any business shall be three councillors. If the number of Councillors falls below the required quorum then the meeting shall be adjourned and business not transacted.

Frequency of Meeting

The Committee will meet as and when necessary to discuss relevant staffing issues.

Notice of Meeting

The Clerk will call a meeting of the Committee at such time as agreed by the Committee or the Committee Chairman and publish the agenda following standard Council practice.

Members of the public are excluded from attending the Staffing Committee Meetings.

Minutes of the Meeting

Every meeting of the Committee shall be minuted and the minutes agreed by the Committee at its next meeting or at the subsequent parish council meeting.

The minutes shall then be published according to standard Council practice.

Draft minutes may be published with the agreement of the Committee, so long as it is clearly indicated that they are draft and could be subject to change at a later date

Area of Responsibility

The Staffing Committee has delegated authority to:

Arrange for production of and signing off of Employment (personnel) policies

Be the focal point of all staffing issues and consider and make recommendations to the Full Council on any staffing related issue

Keep up to date with developments in employment law and check that the Council complies with the appropriate requirements

Keep up to date with developments in staff related Health and Safety law and check that the council complies with appropriate requirements including risk assessments

Monitor that the Council follows the best practice in providing good working conditions for its staff including the provision of office accommodation and equipment

Conduct a review of contracts, staffing policies and procedures in place on a regular basis

Ensure all staff have an annual appraisal

Approve job descriptions and take a lead on the recruitment and selection of staff

Make recommendations to the Full Council on staff remuneration

Determine the training and qualifications needs for the Council and staff

Delegation of Powers

The Committee may spend up to its agreed delegated budget without recourse to Full Council on items or cost categories that have been budgeted.

Virement can be made between cost categories if necessary. Any items that have not been budgeted for must be referred to full Council as soon as possible.

Noting delegation policy for the Clerk, the Chairman of the Committee and Clerk together with one other person serving on the Committee may approve spend within budget and for approved projects without referring to Full Council, for report in writing at the next available meeting.