

Mayfield Parish Council

Staffing Committee Terms of Reference

PURPOSE OF THE COMMITTEE

To consider and deal with all matters affecting staffing. To manage staff workloads to ensure staffing budgets are not exceeded. The committee has delegated authority to resolve all personnel issues including contracts of employment, pay scales, recruitment, training, redundancy, grievance and disciplinary matters in line with council policies.

MEMBERSHIP

3 councillors and 2 substitutes who will be elected or re-elected at the Annual Meeting of the Council. The quorum will be three.

PARAMETERS

1. The committee will meet a minimum of twice per year with additional meetings to be held as required.
2. The committee will elect a chairman at its first meeting after the Annual Meeting of the Parish Council.
3. The chairman of the committee shall have a casting vote in the case of equality of an original vote.
4. If the business of the meeting is confidential due to the nature of the business being discussed, a resolution may exclude the press and public from being present.
5. Confidential reports, documents and correspondence will remain confidential within the Council.
6. The committee is directly responsible to the Parish Council and will make a report to them after each meeting.

The Responsibilities of the committee include:

1. To provide a route for consultation with the Clerk via an annual appraisal using the NALC template.
2. To provide a route for consultation with councillors on staffing issues.
3. To review and advise on the number of personnel needed for the agreed operations of the council and the hours needed to fulfil these roles.
4. To undertake the recruitment of personnel.
5. To review and agree the terms and conditions of appointment using the NALC employment contract and council policies as a guide.
6. To review and advise on development and training needs.
7. To authorise increments and cost of living awards within the agreed budget and in line with NALC annual pay scale tables.
8. To determine any grievance or disciplinary matter relating to staff or councillors.