

# Staffing Committee Terms of Reference

## **STATUTE:**

Local Government Act 1972 s102

Data Protection Act 1998

Public Bodies (Admission to Meetings Act) 1960 s2

## **STATUS:**

The Staffing Committee is a standing committee of Aldbury Parish Council and is a subject to the adopted standing orders, the code of conduct and the financial regulations.

The Committee decisions do not require ratification by Council unless a matter is specifically referred to full council or if there is an issue required by proper practice or law to be discussed by full council.

**Membership:** Cllr Webb (Chair), Cllr Houghton and Cllr de la Bedoyere. The membership of this committee will be determined at the Annual Council meeting.

**Quorum:** Three

**Co-Option:** In accordance with the Local Government Act 1972 s 102 the committee shall have no powers of co-option.

**Meetings:** As required to ensure that APC complies with the requirements of employment law and follows best practice in providing good working conditions for staff. All meetings of the Staffing Committee will exclude public and press by resolution should the nature of items being discussed and transacted be deemed confidential under Public Bodies (Admission to Meetings Act) 1960.

**All reports from this committee must protect the confidentiality of all parties involved and the implications of the Data Protection Act 1998.** Minutes of the Staffing Committee meeting may be presented to the full council for information, although if the content is deemed confidential than a brief report will be provided, and the minutes will be held on file.

## **DELEGATED POWERS (EXCLUDING ANY OF THE COUNCIL RESERVED POWERS):**

The Staffing Committee will be responsible for the following:

- 1) Recruitment of Parish Clerk/RFO and other staff as required
- 2) Recruitment and selection procedures
- 3) Annual staff appraisal and development
- 4) Review of staff contracts, grievance and discipline policies every two years
- 5) Review of staff workload and accommodation of their needs and requirements where necessary
- 6) Management of rights relating to leave, time off and illness
- 7) To ensure the health and safety of all staff and carry out risk assessments

- 8) To keep up to date with developments in employment law
- 9) The Staffing Committee will serve as the disciplinary or grievance panel
- 10) To agree the members to sit on an appeals panel to hear appeals against a decision on a grievance
- 11) To practice and promote fair and equal treatment of staff throughout the performance of all council activities and to ensure that no discrimination, harassment or bullying takes place against any member of staff

**DUTIES TO CONSIDER AND RECOMMEND TO THE COUNCIL:**

- 1) Formal written report to be submitted to the council in December following a Staffing Committee meeting.
- 2) Staff remuneration to be considered in line with the budget.

**BUDGET:**

All finance decisions made by the Staffing Committee are subject to referral to the Responsible Financial Officer and the Finance working group to ensure that expenditure and all pay awards reflect the annual expenditure limits. The Staffing Committee has no delegated budgetary allowance other than the staffing budget. The RFO will liaise with the Chair of the Staffing Committee to advise on budget limits and pay scales. Any budgetary matters outside of the annual limit must be referred to full council for consideration.

**Reviewed and adopted: 13<sup>th</sup> May 2024**

**Reviewed and adopted: 12<sup>th</sup> May 2025**