

# Stoke St Michael Parish Council

## Terms of Reference Staffing Committee

Adopted: - 28<sup>th</sup> November 2024

## 1. **Purpose**

The Staffing Committee is established by the Parish Council to manage all employment-related matters concerning the Council's sole employee, including recruitment, supervision, performance, and welfare, ensuring compliance with employment law and fair practices.

## 2. **Composition and Membership**

- The Staffing Committee will consist of three Council members, appointed by the Parish Council.
- Members should have an interest in employment matters and relevant skills in personnel management, conflict resolution, or similar areas.
- A Chairperson will be appointed by the Committee members.

## 3. **Responsibilities**

### Recruitment and Appointment

- Oversee the recruitment, selection, and appointment processes when filling the employee role.
- Prepare a job description, person specification, and terms of employment for approval by the Parish Council.

### Performance Management

- Conduct an annual performance appraisal, setting objectives and reviewing progress.
- Ensure clear communication of performance expectations, providing guidance and resources as necessary.

### Training and Development

- Identify and address training and development needs for the employee, seeking Parish Council approval for funding as necessary.

### Employee Welfare

- Monitor employee wellbeing, including work-life balance, leave entitlements, and support for any arising health and safety needs.

### Pay and Conditions

- Review and recommend changes to pay and conditions as appropriate, ensuring alignment with current laws and market standards.
- Report recommendations for salary changes to the full Parish Council for approval.

### Disciplinary and Grievance Procedures

- Handle any disciplinary or grievance issues according to established procedures, respecting confidentiality, and procedural fairness.
- Make recommendations on any actions required, reporting outcomes to the Parish Council as appropriate.

### Termination of Employment

- Oversee any necessary termination processes, ensuring compliance with legal requirements and that the Parish Council is fully informed.

## 4. **Authority**

- The Staffing Committee is authorised to act within the scope of these terms of reference.
- It is responsible for making recommendations to the Parish Council for final decisions on financial or contractual matters.
- The Committee may seek external advice or legal consultation on employment issues with Council approval.

## **5. Meetings**

- The Committee will meet at least twice annually, with additional meetings as required.
- Meetings should be scheduled to coincide with key HR deadlines, such as the annual appraisal.
- A quorum will consist of two members.
- The Committee shall maintain written records of meetings and decisions, which should be stored securely.

## **6. Confidentiality**

- All discussions, documents, and records relating to the employee's personal and employment matters shall be treated with strict confidentiality, only shared as required with authorised parties.

## **7. Reporting**

- The Chairperson will provide a summary report to the Parish Council following each meeting, covering actions taken and recommendations, while preserving confidentiality on sensitive matters.
- Annual summary reports will also be submitted to the Parish Council.

## **8. Review**

- These Terms of Reference will be reviewed annually by the Parish Council, and amendments may be proposed to meet evolving needs or legal requirements.