

Harvington Parish Council

Staffing Committee terms of reference.

Adopted 11.10.17 Reviewed May 2025.
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The Staffing Committee will consist of not less than 4 members, appointed annually at the Annual Parish Council meeting. The quorum for the Meeting shall be 3.

The Committee will elect a Chairman at its first meeting.

The Chairman of this Committee may not necessarily be the Parish Council Chairman.

The Committee will be aware of:

- a) The legal framework for and good practice in employment matters.
- b) Confidential nature of employer-employee matters, that many of the items for consideration will require that the public and press be excluded by resolution of the Committee.
- c) Of the nationally negotiated model contract and terms and conditions for the employment of the Clerk to the Council.
- d) CALC model member/officer protocol.

Matters for recommendation to Council:

The Committee will receive reports from the Clerk and make recommendations to Council regarding:

- Staffing and Office requirements
- Budget allocation
- Recommendations will be subject to approval by the Full Council.

Roles and responsibilities:

- Be responsible for staff recruitment i.e. consider the terms of employment, job description, pension and salary scale to present to Council for consideration and approval.
- Confirm individual contracts of employment and all terms and conditions.
- Make arrangements for a regular objective review of the Clerk's performance and take any necessary action.
- Decide upon annual salary awards.
- Consider matters arising from the application of the Council's disciplinary and grievance procedures and take all necessary action.
- If required under the Council's disciplinary and grievance procedures, appoint an appeals panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the appeals panel who will initiate an appeals panel meeting.
- Consider recommendations from the appeal panel and take any necessary actions.