BOXGROVE PARISH COUNCIL

Staffing Committee – Terms of reference

1. Establishment

   The Staffing Committee is established by Boxgrove Parish Council pursuant to Standing Order 4. The Committee shall operate within the Council's Standing Orders, Financial Regulations, employment policies and procedures, and any specific delegations made to it by the Parish Council.

2. Purpose

   The purpose of the Committee is to consider and advise the Parish Council on matters relating to the Council's employees and to exercise such functions as are specifically delegated to it by the Parish Council.

3. Membership

   The Committee shall comprise three members of the Parish Council, or such other number as the Parish Council may determine. Members shall be appointed annually by the Parish Council.
   The Parish Council shall appoint the Chair of the Committee.
   The Parish Council may appoint a Vice-Chair if it considers this appropriate. The Clerk shall not be a member of the Staffing Committee.
   The Clerk may attend meetings when invited by the Committee, except when matters relating personally to the Clerk are being considered.

4. Quorum

   The quorum shall be three members.
   No business shall be transacted unless a quorum is present.
   This is consistent with Standing Order 4(d)(viii), which requires a committee quorum to be not less than three.

5. Meetings

   The Committee shall meet as required. The Chair may convene an extraordinary meeting in accordance with the Council's Standing Orders. The Proper Officer shall issue the required notice and agenda for Committee meetings in accordance with the Standing Orders.

6. Functions

   Subject to any specific delegation by the Parish Council, the Committee shall:

   a. review staffing requirements and make recommendations to the Parish Council;
   b. review job descriptions and person specifications;
   c. consider recruitment arrangements and make recommendations concerning the appointment of employees;
   d. consider appropriate salary scales and salary reviews and make recommendations to the Parish Council;
   e. oversee or arrange staff appraisals and performance reviews in accordance with the Council's employment policies;
   f. consider training and development requirements;
   g. consider requests concerning working hours, duties and working arrangements;
   h. monitor staffing arrangements and workload;
   i. consider staffing matters referred to it by the Parish Council;
   j. consider disciplinary and grievance matters in accordance with the Council's adopted policies and procedures;
   k. make recommendations concerning the staffing budget;
   l. review the Council's employment policies and procedures and make recommendations for their amendment where appropriate.

7. Delegated Authority

The Committee shall have only those powers expressly delegated to it by resolution of the Parish Council.
Unless expressly delegated otherwise, matters concerning the appointment, dismissal, remuneration or alteration of the terms and conditions of an employee shall be referred to the Parish Council for determination.
Where the Committee is authorised to make a decision under delegated powers, that decision shall be recorded in the Committee's minutes and reported to the next meeting of the Parish Council.

8. Staff Appraisals and Performance

In accordance with Standing Order 19(b), the Chair of the Committee, or Vice-Chair in the Chair's absence, shall conduct or arrange the review and annual appraisal of a member of staff's work, job and title where authorised to do so.
The review and appraisal shall be reported in writing and shall be subject to approval by resolution of the Parish Council.

9. Grievance and Disciplinary Matters

Grievance and disciplinary matters shall be dealt with in accordance with the Council's adopted policies and procedures and Standing Order 19. Where the Clerk has raised a grievance concerning the Chair or Vice-Chair, the matter shall be dealt with in accordance with Standing Order 19(d).The Committee shall not act outside the procedures adopted by the Parish Council.

10 Confidentiality and Exclusion of Public and Press

Staffing matters involving personal information shall be handled confidentially and in accordance with the Council's Standing Orders, employment policies, data protection requirements and other applicable law.Where it is necessary to exclude the public and press from a meeting, the Committee shall pass an appropriate resolution giving reasons for the exclusion in accordance with Standing Order 3(d).

Written records concerning staff performance, capability, grievance or disciplinary matters shall be treated as confidential in accordance with Standing Order 19(e).

11. Interests

Members shall declare any interests in accordance with the Council's Code of Conduct and Standing Order 13.
Where a member is required to withdraw from a meeting because of an interest, this shall be recorded in the minutes in accordance with Standing Order 3(t).

12. Minutes and Reporting

The Committee shall maintain minutes of its meetings.
The minutes shall record the resolutions and recommendations made by the Committee. Confidential or personal information shall not be included in publicly available minutes unless there is a lawful basis for doing so. The Committee shall report its recommendations and decisions under delegated authority to the Parish Council.

13. Relationship with the Parish Council

The Parish Council retains overall responsibility for the Council's employment policies and arrangements. The Annual Meeting of the Parish Council shall review the Council's employment policies and procedures and the delegation arrangements to committees, in accordance with Standing Order 5(j).

14. Review

These Terms of Reference shall be reviewed annually by the Parish Council and whenever there is a material change to the Council's Standing Orders, employment policies or relevant legislation.

Adopted: _____

Minute reference: _____

Review date: _____