

Dodderhill Parish Council

Staffing Committee Terms of Reference

Adopted 03/12/18

1. General

- a) The staffing committee will consist of at least three councillors appointed by council.
- b) The committee will be mindful:
 - i. Of the legal framework for and good practice in employment matters.
 - ii. Of the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the committee.
 - iii. Of the nationally negotiated model contract and terms and conditions for the employment of the Clerk to the council.
 - iv. Of the CALC model member-officer protocol.
 - v. That the Clerk is the line manager for all other staff.

2. Matters for recommendation to council.

The committee will receive reports from the Clerk and make recommendations to council regarding:

- a) Staffing and office requirements.
- b) Budget allocation.
- c) All policy issues relating to staff.

3. Matters for delegation to the staffing committee.

The committee will receive reports from the Clerk and will:

- a) Be responsible for staff recruitment.
- b) Confirm individual contracts of employment and all terms and conditions.
- c) Make arrangements for a regular objective review of the Clerk's performance by the Chairman (and Vice-Chairman) of council and take any necessary action.
- d) Consider other staff reviews undertaken by the Clerk and take any necessary action.
- e) Decide upon annual salary awards.
- f) Consider matters arising from the application of the council's disciplinary and grievance procedures and take all necessary action.
- g) As and when 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.
- h) Consider recommendations from the appeal panel and take any necessary actions.