Berkswell Parish Council

TERMS OF REFERENCE FOR THE STAFFING COMMITTEE

Adopted 11 September 2026

Reviewed in May annually at the annual meeting of the Parish Council

Purpose of Staffing Committee
The Staffing Committee is established as a Standing Committee governed by the Council's. Standing Orders and the Local Government Act 1972 Section 106. This committee is appointed to make decisions about all staffing matters, subject to budget and expenditure limits decided by the full council unless stated otherwise.

Membership and voting
To be elected annually at the Annual Meeting of the Parish Council (PC) each year in May.

1. The Committee will consist of 3 councillors – The Chair and Vice-Chair of the PC and one other councillor.
2. At its first meeting following the Annual Meeting of the Parish Council, the Committee shall elect a Chair of the Committee.
   The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.
3. Members of the Staffing Committee will not be members of any Staffing appeals panel that may have to be formed.

Convening

The Committee Chair will convene Staffing Committee meetings as and when necessary. Under the Public Bodies (Admission to Meetings) Act1960, ordinarily the public and press shall be admitted to all meetings of the Council and its committees. However, as all matters to be considered by the Staffing Committee will relate specifically to the Clerk and their contract of employment, meetings the public and press may be temporarily excluded for particular agenda items by means of a resolution setting out the basis. The Committee must resolve at the meeting to go into private session. It is good practice to leave any such items to the end of the agenda.

Quorum

The quorum of the Committee will not less than two members.

Documentation

1. Minutes of all meetings will be recorded by the Committee Chair.
2. Draft minutes will be circulated to all Committee members.
3. Depending on timing, either draft or approved minutes will be received by the full council for information only.

Accountability

The Staffing Committee has been given delegated power by the full council to act on behalf of the authority in relation to these defined terms of reference only; any matters outside the Committee's terms of reference shall be made to the full council as a recommendation.

Remit of the Committee

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1. To establish and keep under review the staffing structure in consultation with the full council
2. To create a personnel folder for each employee and ensure these are kept up to date.
3. To draft, implement, review, monitor and revise employment policies for staff.
4. To administer and manage the recruitment process including:
   - agreement of the application pack to include a job advert, job description, person specification and application form.
   - short listing of candidates
   - setting an interview date and carrying out interviews
   - selecting a suitable candidate for the role from those interviewed and make recommendation to full council (full council to approve appointment and agree salary to be offered).
   - Chair of staffing committee to make verbal offer, subject to satisfactory references and liaise with successful candidate prior to commencement of employment.
   - Chair of staffing to obtain references
   - Chair of staffing to liaise with new employee and provide a statement of particulars/contract of employment on day one of employment.
5. To make salary recommendations for new staff and re-grading recommendations for existing staff which will be submitted to the full council for its decision.
6. To arrange the execution of new employment contracts.
7. To have delegated powers to consider and implement/negotiate any changes to contract terms, which are required to comply with staffing law, health and safety law and terms and conditions of service as laid down by the National Joint Council (NJC "Green Book") (excluding salary level decisions, see 5 above).
8. - The committee will be the line manager of the Clerk.
   - The committee will nominate a liaison councillor who will have responsibility for day to day liaison with the clerk in consideration of working conditions, holiday/leave arrangements; sickness; ensuring workload is acceptable and manageable; ensuring the clerk has sufficient time to undertake the workload and general well-being of the clerk in his/her work.
   - The liaison councillor will arrange and lead on appraisals for the Clerk.
   - The liaison councillor will not have decision making powers but will report the liaison/discussions with the Clerk to the Staffing Committee should any decisions be required on any issue.
   - The liaison councillor, in dialogue with the Clerk, will set targets with realistic timescales to achieve them. The targets will be reported to the committee and reviewed under paragraph 9 below.

9. To establish and review performance management (including staff appraisals, which will be held in August each year) and staff training programmes.

10. To manage the process leading to the redundancy of staff.

11. To monitor and address regular or sustained staff absence.

12. To make recommendations on any staffing related expenditure to the full council.

13. To consider any appeal against a decision in respect of pay.

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14. To handle grievance or disciplinary matters (and any appeal (different councillors) in accordance with the adopted policies of the Council, which must accord with the ACAS Codes of Practice on grievance and disciplinary matters).

15. To manage the payroll and review the performance of any payroll company used by the Council, on an annual basis.

16. To implement, monitor and review staff pension arrangements.

    Where the Committee feels necessary, it may refer any decision for which it has delegated authority, to the full council.

Review, amendment or variation

The Staffing Committee's terms of reference will be reviewed annually at the Annual Parish Council meeting and may be amended, varied or modified after consultation and agreement by the full Berkswell Parish Council.

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