



## **Staffing Committee Terms of Reference**

1. The Staffing Committee is constituted to ensure that the council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety.
2. The Staffing Committee holds delegated authority from Odiham Parish Council as defined under item 3 (d) of the Council's Standing Orders.
3. Membership of the Staffing Committee is at least 3 and no more than 5 Cllrs appointed at the Annual Meeting of Odiham Parish Council. Adjustments to membership may be made at meetings of Full Council where necessary.
4. The Council will appoint a Chair of the Staffing Committee at the Annual Meeting of the Council.
5. All members must attend HALC's course "The Council as an Employer" at the earliest opportunity or evidence recent completion of other industry-appropriate employment training.
6. The Committee will be quorate in accordance with Standing Order 1 (w). There will be at least two meetings held each year; one to review salaries for staff prior to budget setting and one to appoint a member (with the Chair) to carry out the Clerk's appraisals. Other meetings will be called by the Chair as and when required.
7. Business of the Committee shall be conducted in normal sessions where possible and moved into closed sessions, other than to members of the full Council, where information is of a sensitive nature of personal, identifiable information.
8. Notes of meetings will be taken by an appointed person and such notes shall be presented to full council in closed session where appropriate and approved at the next meeting of the Committee.
9. The Staffing Committee will be responsible for:
  - a) Management of the Clerk, to include:-
    - i. authorisation of sick leave, annual leave, and additional hours in advance on a monthly basis – to be managed via email as required
    - ii. the discussion of sensitive matters such as informal grievances and disciplinary matters.
    - iii. making recommendations on decisions relating to recruitment or termination of the Clerk's employment contract to Full Council
  - b) The appointment of a Councillor to take responsibility for day to day line management of the Clerk (Proper Officer/RFO) including the responsibilities set out in 9a (i) and (ii).
  - c) Recruiting staff (in consultation with the Clerk for all roles except the role of the Clerk).
  - d) Appointing a recruitment panel when necessary for the recruitment of all staff. Recruitment panels will normally include at least two members plus the Clerk except where the appointment is for a new Clerk (Proper Officer/RFO). A panel may include a co-opted specialist.



- e) Carrying out recruitment to provide a recommended candidate for approval by Full Council for the appointment of a Clerk (Proper Officer/RFO).
- f) Monitoring the probationary period of a new Clerk (Proper Officer/RFO).
- g) Conducting the assessment after completion of the probationary period of a new Clerk (Proper Officer/RFO).
- h) Determining terms and conditions of employment for all staff, in consultation with the Clerk (Proper Officer/RFO) except where the post is Clerk (Proper Officer/RFO).
- i) Appointing a member, together with the Chairman, to carry out the Clerk (Proper Officer/RFO)'s appraisal and providing a report to Full Council.
- j) Recommending salary reviews and conditions of service of existing employees to full council prior to budget setting, giving due regard to staff development and NALC guidelines.
- k) Recommending to full council each year the necessary programme and budget for staff training after consideration of staff training needs in consultation with the Clerk (Proper Officer/RFO).
- l) Approval of the programme of training and expenditure for staff training within the agreed budget.
- m) Reviewing staff policies and procedures, taking into account Employment Law, Health and Safety Law and conditions of service as recommended by HALC.
- n) Reviewing staff pension arrangements and making recommendations to Full Council.
- o) Ensuring that the Clerk (Proper Officer/RFO) has everything required for managing other staff and offering support when required.
- p) Dealing with any staff grievances and disciplinary matters in accordance with the Council's Disciplinary and Grievance Policy.
- q) Working to determine the staffing levels necessary to efficiently discharge the work required by the council, reviewing the workloads periodically with the Clerk (Proper Officer/RFO) and making any necessary recommendations in respect thereof to the full council.
- r) Working with the Clerk (Proper Officer/RFO) to ensure that the working practices of the Council are as efficient as possible and use the most appropriate tools.
- s) Managing long term sickness and incidents at work with the Clerk (Proper Officer/RFO).
- t) Being aware of sources of expert advice on employment matters and ensuring that the council uses such sources when there is any doubt about good employment practice.
- u) Managing any issues referred to the committee by the Full Council.

These Terms of Reference for the Staffing Committee shall be reviewed annually at the Annual Meeting of Odiham Parish Council