

NORTON ST PHILIP PARISH COUNCIL

STAFFING COMMITTEE

Terms of Reference

Remit

The Staffing Committee has been established to manage the Council's staffing arrangements.

Meetings

1. The Staffing Committee will meet as and when required.
2. For the municipal year 2023/24 Cllrs Lund and Hasell will act as lead members, with formal meetings being convened as and when required. When convening a formal meeting, if required, the Council will appoint additional members depending on relevant experience in the matter in hand.

Terms of Reference

- a) To be the focal point of all staffing issues and consider and make recommendations to council on any staffing related issues.
- b) The Committee is to comprise of Councillors only and shall include the Chair.
- c) To manage the overall workload of the Parish Clerk, ensuring adequate resources for the activities of the Council;
- d) To keep up to date with developments in employment law and check that the council complies with the appropriate requirements.
- e) To keep up to date with developments in staff related health and safety law and check that the council complies with the appropriate requirements including risk assessments.
- f) To monitor that the Council follows best practice in providing good working conditions for its staff including the provision of office equipment.
- g) To conduct a review of contracts, staffing policies and procedures on a regular basis and to develop a grievance and disciplinary procedure including establishment of an appropriate appeals procedure.
- h) To ensure that the Parish Clerk has an annual appraisal.
- i) To approve job descriptions and take a lead on the recruitment and selection of staff.
- j) To make recommendations to Council on staff remuneration.
- k) To determine the training and qualification needs for the Council and staff.