**GREAT WALTAM PARISH COUNCIL**

**TERMS OF REFERENCE FOR THE**

**STAFFING SUB COMMITTEE**

The purpose of the sub-committee will be to deal with all issues that relate to the employment of staff at Great Waltham Parish Council. The sub-committee will report their actions and formulate recommendations where required directly to the Finance & General Purposes committee. In rare circumstances an item of business considered to be extremely urgent and dependant on timescales may be reported via the full parish council meeting

The sub-committee will not have any finances allocated to them spending requirements will be made via the Finance & General Purposes Committee and ultimately the full Council.

The sub-committee shall consist of three members of the council and two members will constitute a quorum. A member of the Finance & General Purposes committee maybe co-opted onto the Staffing sub-committee at any time to enable a meeting to proceed.

The main responsibilities of the sub-committee will be as follows:

* To assess recruitment needs.
* Formulate job descriptions.
* Arranging advertisement of job vacancies.
* Receive assess and shortlist job applicants for interview
* Interview prospective staff and recruit personnel as required.
* Carry out annual staff appraisals as appropriate.
* Monitor and recommend any required changes in working practices.
* Feedback to Finance & General Purposes committee on employee performance where necessary.
* Consider individual employee development.
* Deal with any employee disputes / issues such as harassment, grievance, request for flexible working, ill health etc.
* Any other required matter that is related to Human Resources.