

# Tendring Parish Council

## TERMS OF REFERENCE for the STAFFING COMMITTEE

### **Purpose:**

The purpose of the Staffing Committee is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council for ratification.

The Committee will be mindful:

- a) of the legal framework for, and good practice in employment matters
- b) 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
- c) of the nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk to the Council
- d) of relevant council protocols and policies

### **Authority:**

- a) The Staffing Committee is appointed by and is solely responsible to Tendring Parish Council. The Committee will meet on an ad hoc basis as required.
- b) Tendring Parish Council has agreed to adopt the Staffing Committee's Terms of Reference at its meeting held on 26 June 2023 and has recorded the decision under Minute no. 6.23.09 (i).
- c) Tendring Parish Council will review these Terms of Reference each year.

### **Membership:**

- a) All members of the Committee must be elected Councillors and are appointed by Full Council at the Annual Meeting of Council (May) or at the first meeting after the Terms of Reference have been agreed. The Committee will consist of at least three elected Councillors. These Councillors cannot also sit on the Disciplinary and Grievance Appeals Panel.
- b) The preference of the Council is to have Councillors with current experience of hiring staff and holding staff appraisals; failing that, it is appropriate to have retired Members with the most recent experience.
- c) At its first meeting it will elect a Chairman to preside at its future meetings. Subsequently a Chairman will be elected each year at the Annual Council meeting by Members of the Committee.
- d) A quorum at the Staffing Committee's meetings will consist of three elected members.

- e) The Committee can co-opt non-Committee members onto the Committee - via an agenda item and vote of the current membership - on an ad hoc basis to either benefit from that Councillor's specialist knowledge or to make the Committee meeting quorate.

**Chairmanship:**

- a) The Chairman of the Committee plays a special role in the management of the Clerk/RFO and in effect acts as the Clerk's/RFO's line manager, working alongside the other Staffing Committee members.
- b) The Chairman is responsible for delivering the Clerk's/RFO's annual appraisal and ongoing reviews with one other member of the committee.
- c) The Chairman has a responsibility to receive and review staff appraisals as undertaken by the Clerk.

**Meetings & Procedures:**

- a) The Committee will operate within Tendring Parish Council's Standing Orders.
- b) Written minutes will be taken to record the Committee's decisions.  
Recommendations will be made at the next Full Council meeting, if appropriate, in a closed session.

**Responsibilities / Remit:**

- a) The Committee is responsible for the employment and welfare of Council employees.
- b) To support employees in their role, to enable them to carry out the role to the best of their abilities and for the benefit of the Council and Community.
- c) To ensure the Council complies with all legislative requirements relating to the employment and care of staff and make recommendations to Full Council.
  - Including, but not only, in relation to leave entitlements, sickness, statutory entitlements, special leave, allowances, expenses, working hours, pension arrangements, trade union membership recognition.
- d) To regularly review the Council's policies that relate to staff employment (e.g. contracts of employment, job descriptions and person specifications) and make recommendations to Full Council.
- e) To monitor staffing levels and structure.
- f) To try to ensure staff retention.
- g) To keep under review staff work/life balance, working conditions, health and safety and well-being.
- h) To consider the continuous development needs of staff and what resources are required to support this.
- i) To identify training requirements through appraisal and agree staff training programmes.
- j) To recommend to Full Council any appropriate salary increase for staff or the payment of any other benefits.
- k) To review Health and Safety at work for all Council employees.

- l) To act as a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include the Clerk/RFO, as well as the Chairman of the Full Council.
- m) To act as a disciplinary panel.
- n) To hear any formal grievance made by or against employees and resolve.
- o) To receive and resolve upon complaints by members of the public or councillors against employees.
- p) To escalate as necessary any disciplinary actions or grievances to an Appeals Panel. This Panel will be chaired by the Chairman of the Full Council and will consist of three Councillors not part of the Staffing Committee - as required by employment law. The Panel will follow the Council's Disciplinary and Grievance Procedures. The Chairman of the Appeals Panel will initiate an Appeals Panel Meeting.
- q) Full Council will consider recommendations from the Staffing Committee Chairman and the Appeals Panel Chairman and take necessary action.

This Committee does not regulate or control finances of the Council.

**Admission of the Public and Press:**

The public and press may not be admitted to these meetings as "In accordance with S1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during consideration of these items due to the confidential nature of this item".

**Review Arrangements:**

The Staffing Committee will be a Committee of the Council. The appointment of the Committee will be considered at each Annual Council Meeting in May. There may be a decision to alter or dissolve the Committee as required by Full Council.