**CAWOOD PARISH COUNCIL**

**STAFFING COMMITTEE TERMS OF REFERENCE**

1. **Membership**
   1. Three Members minimum (To be elected annually at the Annual Meeting of the Cawood Parish Council in May).
   2. The Chairman or Vice-Chairman of the Council shall be ex-officio, a voting member of this Committee.
   3. The Chairman of the Committee is to be elected annually by the Staffing Committee at the first meeting after the Annual Council meeting of Cawood Parish Council and shall hold office for the year.
   4. The quorum of the Committee is three.
2. **Role**
   1. To develop strategy and policy in all matters relating to human resources and to take employment-related decisions on behalf of the Council where directed.
3. **Responsibilities** 
   1. To provide effective and professional staff management in all matters related to the employees of the council and to help ensure that the Council is exercising an adequate duty of care for all its employees.
4. **Meetings**
   1. A meeting of the Staffing Committee can be convened by any member of the Committee.
   2. Meetings will be held at least 4 times a year.
5. **Documentation** 
   1. Minutes of all meetings will be recorded by the Staffing Committee and sent to councillors of Cawood Parish Council for information. Where the Committee is making formal recommendations to the Council, these will be specified on the agenda of the full Cawood Parish Council meeting.
6. **Accountability** 
   1. The Staffing Committee has delegated powers to act/make decisions on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Staffing Committee’s terms of reference shall be made to the full council
   2. The staffing Committee will take responsibility that confidentiality is maintained over all staffing matters under GDPR and Cawood Parish Council’s Code of Conduct and ensure compliance with legislation and best practice.
7. **Scope**

Overview:

The Staffing Committee will develop job descriptions, person specifications and contracts for any new posts required by the Council but will refer these and a recommendation for the salary scale and point, for decision to the full Council.

* 1. The Staffing Committee will have delegated powers to recruit and short list applicants for the post of Clerk / Responsible Financial Officer and Handyman. The successful shortlisted applicants will be interviewed by a selection of members from the Staffing Committee and Council. A recommendation from the recruiting panel will be submitted to full council to ratify the appointment of the Clerk / Responsible Financial Officer and Handyman.
  2. The Staffing Committee will have delegated powers to consider and implement any changes which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC “Green Book”) and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC)
  3. The Staffing Committee will have delegated powers to deal with issues of disciplinary and grievance in accordance with the Council’s adopted policies. Hearing panels will not include members of the Staffing Committee, but an Appeals panel may do so. The appeal will be heard by a panel of three members including any members of the Staffing Committee who have not previously been involved in the case. As there may be insufficient members of the Staffing Committee who have not previously been involved, the appeal panel will be a committee of three Council members who may include members of the Staffing Committee.
  4. The Staffing Committee will appoint one of its members to act as Line Manager to the Clerk / Responsible Financial Officer who in turn will manage day to day duties for the Handyman. The Line Manager will undertake performance reviews annually for both staff and report directly to the Staffing Committee should any decisions need to be taken in this regard.
  5. The Staffing Committee will have delegated powers to carry out annual staff appraisals (see7.4) prior to the March Parish Council Meeting and to submit proposals in respect of salary increments of staff to the Council if applicable, (not automatic cost of living increases which are a contractual obligation). The committee will ensure agreed salary scale increases are implemented by the end of May.
  6. The Staffing Committee will oversee the training needs and requirements of all staff and ensure that members of staff have a personal development plan where required. The Committee will review requests for training and expenditure will be within the scope of the Council’s budget allocation in that year for this purpose.
  7. The Staffing Committee will have delegated powers to oversee payroll management.
  8. The Staffing Committee will have delegated powers to review staff pension arrangements

1. **Responsibility:**
   1. The Staffing Committee will review extant job descriptions, person specifications, promotion and re-grading, contracts of employment and will recommend any changes to the full Council for a decision.
   2. The Staffing Committee will deal with any necessary redundancy procedures but will make recommendations to the full Council for a decision in this regard.
   3. The Staffing Committee will ensure that the Council uses expert advice on employment matters when there is any doubt about good employment practice. The engagement of employment professionals may be undertaken by the Committee within the scope of the Council’s budget allocation in that year for this purpose. YLCA advice should be the first option.
   4. Members of the Committee may undertake training from time to time to support their role; this will be done in conjunction with the Clerk and within the scope of the Council’s budget allocation in that year for this purpose.
   5. The Staffing Committee will have delegated powers to manage attendance at work, short- and long-term sickness absence, any return-to-work interviews needed and incidents at work in line with the Council’s Sickness Absence Policy.
   6. The Staffing Committee will have delegated powers to manage payroll, review salary pay bands and make recommendations to the Parish Council; which includes ensuring:
      1. cost-of living increases are backdated to April when agreed nationally and subsequently implemented
      2. job descriptions are externally formally evaluated and that appropriate salary  
         ranges are adopted based on the evaluation and within the NJC salary scales.
   7. The Staffing Committee will manage maternity leave, paternity leave, adoption leave, carer’s leave, compassionate leave, flexible leave requirements, one-to-one interviews, and induction.
   8. Additional hours by the Clerk / Responsible Financial Officer and Handyman are to be agreed by the Staffing Committee in advance of being worked.
   9. The Staffing Committee members will ensure smooth and effective briefing of and transfer of duties to new members of the Staffing Committee.

**Review**

The Staffing Committee’s terms of reference are to be reviewed annually preferably at the first Parish Council meeting after the Annual Council meeting.

**Amended June 2022;**

**Reviewed June 2023;**

**amended Oct 2023;**

**reviewed June 2024;**

**next review June 2025**