LANGHAM PARISH COUNCIL

Staffing Committee/ Terms of Reference

Purpose of Staffing Committee

This committee is appointed to make decisions about all staffing matters, subject to budget and expenditure limits recommended by the Finance Committee and agreed by full Council.

Members

1. Membership shall comprise of three members.
2. Membership of the Committee is established at the annual meeting of the Council or at a Council meeting.
3. The Committee shall elect a Chairman for each civic year.
4. Co-opted members may join the committee during the year if authorised by the Council.
5. Frequency of meetings. One meeting will be held every year to review all staff contracts and job descriptions and HR policies. Otherwise meetings will be convened as and when necessary, eg to deal with grievance or disciplinary matters; to recruit to staff vacancies; or to deal with other emerging personnel issues.

Terms of Reference

1. To establish and keep under review the staffing structure in consultation with the Finance Committee.
2. To draft, implement, review, monitor and revise policies for staff.
3. To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review.
4. To oversee the recruitment and appointment of staff.
5. To arrange execution of new employment contracts and changes to contracts.
6. To establish and review performance management (including annual appraisals) and staff training programmes for staff.
7. To oversee any process leading to dismissal of staff (including redundancy).
8. To keep under review staff working conditions and health and safety matters.
9. To monitor and address regular or sustained staff absence.
10. To make recommendations on staffing related expenditure to the Finance Committee.
11. To consider any appeal against a decision in respect of pay.
12. To consider a grievance or disciplinary matter (and any appeal).
13. To supervise and performance manage the Clerk's work, to administer leave requests, record and monitor absences and handle grievance and disciplinary matters and pay disputes.