



Terms of Reference and Scheme of Delegation Staff Committee

Adopted: _____

Signed : _____

Review Date: May 2024

1. Introduction

Committees may exercise delegated functions on behalf of the parish council under the following terms of reference subject to:

- The Parish Council's approved budget and financial regulations
- Any previous minuted decisions of the parish council
- Any matters reserved to the parish council by law

2. Staff Committee

The role of the Staff Committee is to oversee all aspects of the staffing activities for employees and councillors.

a. **Objectives**

- I. To ensure that staffing levels and competencies for both staff and Councillors are sufficient to professionally discharge the work of the Council.
- II. To ensure that pay and working conditions are in line with the sector and meet all relevant statutory UK regulations and legislation and the Council follows good working practices as defined by the Chartered Institute of Personnel and development.

b. **Membership**

- I. The Committee shall consist of **THREE** Councillors appointed at the Annual Meeting of the Parish Council each May.
- II. Up to **TWO** Councillors will be appointed as substitute members to be used as substitutes when required.
- III. The Committee may not appoint anyone other than Parish Councillors to the Committee or any Sub-Committee
- IV. The Chairman of the Staff Committee will be elected at the Annual Meeting of the Parish Council
- V. The quorum for a meeting will be the three Councillor members

c **Meetings**

- I. The Committee is required to hold meetings on an as required basis
- II. Changes to meeting dates and times should be kept to a minimum. Changes to meeting dates and times must be approved by a majority of the Committee
- III. It is the responsibility of Committee Members to notify the office of their absence and apologies in response to the advertising of the agenda
- IV. The Committee will have the right to convene special meetings in accordance with the Council's Standing Orders
- V. Committee meetings are formal and therefore the agenda will be displayed publicly, and standing orders will apply
- VI. The Clerk or other appropriate officer shall attend all Committee meetings. The attending officer shall be responsible for producing accurate minutes of the meetings.
- VII. The Council has resolved that the meetings shall not be open to the public

d Voting

- i. All decisions of the Committee shall be determined by majority vote. The Chair of the Committee has the casting vote when there are equal number of votes.

e Rights and Powers - Organisation

The Staff Committee shall have delegated powers to:

- I. Carry out an annual review of the Staff Committee's Terms of Reference and present to the Council for adoption
- II. To determine and recommend to Council, policies and procedures for the line management of the Council's staff
- III. To agree job descriptions and skill requirements for all positions
- IV. To promote and lead the continuous professional development and training of staff
- V. To submit the Staff Committee financial budget for the following year and oversee actual costs to budgeted levels
- VI. Members of the Committee will be invited to stand on a Complaints Committee when required

f Rights and Powers – Selection of Staff

The Staff Committee will have delegated powers to:

- I. Agree recruitment procedures that do not contravene the Equality Act and consider both the needs of the job and that of the Council

g Rights and Powers – Pay and Conditions

The Staff Committee will have delegated powers to:

- I. Determine pay and contractual conditions of employment of the Clerk and RFO and review/update these as necessary to comply with UK Employment Law as well as good practice.

h Rights and Powers – Appraisal

The Staff Committee will have delegated powers to:

- I. Oversee and agree the Annual appraisal of the Clerk and conduct regular performance reviews and the annual appraisal
- II. Oversee and agree the Annual appraisal of the RFO

I Rights and Powers – Grievance, Misconduct and Dismissal

The Staff Committee will have delegated powers to:

- I. Oversee the grievance, misconduct and dismissal procedures in relation to the Clerk and RFO and make recommendation to Full Council when appropriate
- II. To act as the appeal committee in relation to grievance, misconduct and dismissal procedures

j Rules and regulations

- I. The Councils Code of Conduct will apply to all Members of the Staff Committee
- II. The conduct of the meeting will be governed by the Council's Standing Orders
- III. All decisions made by the Committee to be reported to the first appropriate full Council meeting
- IV. If a decision is not unanimous then it should be brought to the first appropriate full Council meeting for further discussion
- V. If a matter for discussion is serious enough that members of the Committee feel it should be brought to full council for a decision, then it should be put on the agenda for the next appropriate full Council meeting