

Adderbury Parish Council
Staffing Committee – Terms of Reference

MEMBERSHIP:

- Must consist of four Councillors, two of those being the Chairman and Vice-Chairman.
- The Chairman and Membership of the Committee is established at the Annual Council Meeting or at a Council meeting.
- The Chairman of the Committee shall be appointed at the first meeting of the Committee during the Municipal Year.

QUORUM:

- A quorum will be three members.

MEETINGS:

- The Committee will meet once per year, and as and when necessary. Meetings will be in private rather than in public due to the confidential nature of business.

CONFIDENTIALITY:

- All members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.

DELEGATED POWERS:

- The Committee will have delegated powers, to act on behalf of the Council, to deal with all personnel, employment, recruitment issues and financial matters relating to the Clerks' pay.

POWERS AND RESPONSIBILITIES

- To advise Council on issues of staff pay and conditions.
- To annually review and appraise the performance of employees and adjust the salary levels.

- Chairman of the Council to provide line-manager function for Clerk, including responsibility for day to day matters, such as authorisation of Clerk holiday, sick leave and absence from work.
- To ensure the Council complies with all legislative requirements relating to the employment of staff.
- To deal with any staff disciplinary matter in accordance with the Council's Disciplinary Procedure.
- To deal with any staff grievance in accordance with the Council's Grievance Procedure.
- To periodically review all employment policies and procedures, including the Grievance and Disciplinary Procedures, and the Equality Statement, Fairness and Dignity at Work Policy.
- To oversee the appointment and recruitment process of Council employees.
- To ensure employees are appointed in accordance with the Council's Recruitment Procedure, Equal Opportunities Statement and Guidelines on Employment Practice.
- To recommend the appointment or termination of contract for the Clerk.