



## EAST WITTERING & BRACKLESHAM PARISH COUNCIL

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### STAFFING COMMITTEE TERMS OF REFERENCE

1. The Staffing Committee is constituted as a Standing Committee of East Wittering and Bracklesham Parish Council.
2. The Committee composition shall be a minimum of three and no more than four Councillors as voting members with at least one half of the number of members and not less than two members of the Staffing Committee constituting a quorum.
3. Membership of the Staffing Committee shall be ratified at the Annual Council Meeting in May of each year.
4. The Chairman and Vice-Chairman shall be elected annually by the Committee.
5. The Staffing Committee shall be administered and managed in accordance with these Terms of Reference.
6. The Staffing Committee shall meet at least twice a year and the dates shall be included in the Schedule of Meetings.
7. The Committee is responsible for the employment and welfare of all employees.
8. The Staffing Committee shall have delegated powers-
  - To review staffing structures and levels and make recommendations to the Council.
  - To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Clerk/RFO performance.
  - To review staff salaries and terms of conditions and make recommendations to Council. To appoint, from its membership, a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include at least three members in the case of appointment plus the Clerk.
  - To appoint members to act as a disciplinary panel as set out in the Green Book and as an appeals panel in the case of any appeal against disciplinary action
  - To appoint members to hear any formal grievance
  - To review health and safety at work for all Council employees.
  - To review all Council policies that relate to staff employment on an annual basis.
  - To ensure the Council complies with all legislative requirements relating to the employment of staff.
9. The Staffing Committee may appoint appropriate Sub-Committees or Working Groups to facilitate the work of the Committee
10. All correspondence shall be conducted through the Clerk of the Parish Council wherever possible.
11. Minutes of all meetings shall be kept by the Clerk and forwarded to Members of the Parish Council.

Reviewed 30/04/19

Adopted 16/05/19

Minute ref. 19.67