

BARROWBY PARISH COUNCIL

Mrs J Moss, 14 Riverside Walk, Bottesford, NG13 0AT
Tel: 07710 087124 Email: clerk@barrowbyparishcouncil.org.uk

Staffing Committee TERMS of REFERENCE

- a) To be the focal point of all staffing issues and consider and make recommendations to the full Council on any staffing related issues.
- b) The Committee is to comprise of Councillors only.
- c) To be responsible for arrangements for the recruitment of staff, including advertising, interviewing and selecting prospective appointees and making recommendations to full Council on the best candidate suitable for the role.
- d) To keep up to date with developments in employment law and check that the Council complies with the appropriate requirements.
- e) To keep up to date with developments in staff related health and safety law and checks that the Council complies with the appropriate requirements including risk assessments.
- f) To monitor that the Council follows best practice in providing good working conditions for its staff, including the provision of equipment.
- g) To conduct a review of contracts, staffing policies and procedures on a regular basis.
- h) To ensure that all staff have an annual appraisal.
- i) To approve job descriptions and take a lead on the recruitment and selection of staff.
- j) To make recommendations to full Council on staff remuneration.
- k) To determine the training and qualification needs for the Council and staff.
- l) To have a minimum of one meeting per Council year
- m) To approve annual leave requests from the Clerk and to monitor annual leave for other employees.

Date of Adoption: 13 November 2017

These Terms of Reference were reviewed and approved by the Council at the Annual Parish Council meeting held on 15th May 2023.

Review date May 2024.