



# Barrowby Parish Council

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## Terms of Reference Staffing Committee

### 1. Purpose

The Staffing Committee is responsible for matters relating to the employment and welfare of Parish Council staff and for ensuring that the Council complies with relevant employment legislation and best practice.

The Committee will oversee staffing matters on behalf of the Council and make recommendations where decisions must be taken by Full Council.

### 2. Membership

The Committee shall consist of at least three councillors appointed annually by the Parish Council at the Annual Meeting of the Council.

Only councillors may serve on the Committee.

The Committee will elect a Chairman at its first meeting following the Annual Meeting of the Parish Council.

### 3. Quorum

The quorum for meetings of the Committee shall be three councillors. The Council should, where possible, appoint sufficient members to the Committee to ensure that meetings can remain quorate if one member is unavailable.

### 4. Meetings

The Committee will meet at least twice per year and otherwise as required to deal with staffing, welfare, training, appraisal, policy, recruitment, disciplinary, grievance or absence matters. Meetings may be convened when required to deal with confidential staffing matters.

### 5. Confidentiality

All staffing matters are confidential.

The Committee will normally meet in confidential session in accordance with the **Public Bodies (Admission to Meetings) Act 1960** when discussing staffing matters.

Members must treat all staffing information in accordance with:

- employment confidentiality
- data protection legislation
- the Council's GDPR policies.

### 6. Delegated Responsibilities

The Committee has delegated authority from Full Council to carry out the responsibilities set out in these Terms of Reference, subject to any matters reserved to Full Council by law, Standing Orders, Financial Regulations or Council resolution.

### **Employment Oversight**

- oversee employment matters relating to Parish Council staff
- ensure compliance with employment legislation and best practice
- ensure staff are employed under appropriate contracts and conditions
- act as the Clerk's line-management panel.

### **Recruitment**

- manage recruitment processes for Parish Council staff
- prepare job descriptions and person specifications
- shortlist and interview candidates

The appointment of the Parish Clerk shall be made by Full Council following recommendation from the Committee.

### **Staff Appraisals**

- ensure the annual appraisal of the Parish Clerk is undertaken in accordance with section 7
- ensure that annual appraisals are undertaken for all staff

### **Staff Welfare**

- support the wellbeing of staff
- ensure appropriate working conditions, equipment and support

### **Policies and Employment Law**

- review staffing policies and procedures
- ensure compliance with employment law including:
  - Employment Rights Act 1996
  - Equality Act 2010
  - Health and Safety at Work etc. Act 1974

### **Training**

- ensure appropriate training records are maintained
- encourage relevant refresher training for staff and councillors, particularly those involved in staffing matters

### **Disciplinary and Grievance Matters**

- consider staff grievances in accordance with the Council's adopted grievance procedure
- consider disciplinary and capability matters in accordance with the Council's adopted disciplinary and capability procedures
- seek external HR advice where appropriate
- where practicable, any appeal will be heard by councillors not previously involved in the matter.

### **Leave and Absence**

- approve and record annual leave for the Parish Clerk
- receive reports on staff leave and absence where appropriate
- monitor staff absence in accordance with Council policies
- note that annual leave for other staff will normally be managed by the Parish Clerk

### **Remuneration**

The Committee will **make recommendations to Full Council** regarding:

- salary scales
- changes to staff hours

- staffing structure
- significant contractual changes.

## **7. Clerk's Line Management Panel**

The Staffing Committee shall act as the Clerk's line-management panel. Day-to-day liaison with the Clerk may be undertaken by the Chair of the Council, or another councillor nominated by the Committee, but any formal employment decisions must be made by the Committee or Full Council as appropriate.

The annual appraisal of the Parish Clerk shall be carried out by members of the Staffing Committee, normally including the Chair of the Staffing Committee, and reported confidentially to the Staffing Committee. The Parish Clerk shall normally undertake appraisals for other members of staff, with oversight from the Staffing Committee. Where appropriate, a member of the Staffing Committee may also be involved.

## **8. Reporting**

The Committee will report to Full Council as necessary while maintaining confidentiality where appropriate.

Minutes may be recorded as confidential where staffing matters are discussed.

## **9. Review**

These Terms of Reference will be reviewed annually by the Staffing Committee, with any recommended amendments submitted to Full Council for approval.