

PALGRAVE PARISH COUNCIL - Staffing Committee

Terms of Reference – updated June 2023 by Palgrave Parish Council (the ‘Council’).

Purpose of the Staffing Committee

This committee is appointed to make decisions about all staffing matters, subject to budget and expenditure limits.

Terms of Reference

1. To establish and keep under review the staffing structure in consultation with the Parish Council.
2. To implement, review, monitor and revise policies for the Clerk.
3. To establish and review salary payscales for the Clerk and be responsible for their administration and review.
4. To oversee the recruitment and appointment of the Parish Clerk.
5. To ensure execution of new employment contracts and changes to contracts are carried out.
6. To establish and review performance management (including annual appraisals) and training programmes for the Clerk.
7. To oversee any process leading to dismissal of the Clerk (including redundancy).
8. To keep under review working conditions and health and safety matters relating to the Clerk.
9. To monitor and address regular or sustained absence of the Clerk.
10. To make recommendations on staffing related expenditure to the Parish Council.
11. To consider any appeal against a decision in respect of pay.
12. To consider a grievance or disciplinary matter (and any appeal).
13. To supervise and performance manage the Clerk’s work, to administer his/her leave requests, record and monitor his/her absences and handle grievance and disciplinary matters and pay disputes.

Much of the work of a Personnel committee will by its very nature be confidential and the public should normally be excluded by resolution as it is prejudicial to the public interest due to the confidential nature of the business. The agenda should reflect this with relatively undetailed headings such as ‘Review of staff salaries’, ‘Staff appraisals’ for example. One of the agenda’s early items after minutes etc. will be ‘To consider excluding the public for items (the rest of the agenda probably)’.

Minutes should always be kept and these are available to the public. However they should be written in such a way that they do not divulge any of the confidential information. An example of this is given on p.169 of Local Councils Explained (‘Option 2 in confidential report dated 10 July 2014 reference NPC 3 approved’).

These Terms of Reference will be reviewed every four years at the first meeting following Elections to the Council and prior to appointments being made to it.