

STAFFING COMMITTEE

TERMS OF REFERENCE

Meeting

- The Staffing Committee is constituted as a Committee of Frampton Cotterell Parish Council.
- Four Parish Councillors appointed annually at the Annual Meeting of the Parish Council as voting members. The quorum of the Committee shall be three members.
- Only those appointed may vote at a meeting. In the case of an equal vote the Chair of the Committee shall have a second or casting vote.
- If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then he/she shall declare such interest as soon as it becomes apparent, disclosing an interest then considers the interest to prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.
- The Chairman and Vice Chairman of the Committee to be elected by the Committee at their first meeting after the Annual Council Meeting each year.
- The Committee will normally meet no less than quarterly but more frequently if required. In accordance with FCPC. Standing Order 3 clear days' notice will be given.
- Terms of Reference of the Staffing Committee will be reviewed regularly by the Staffing Committee and will be approved by Full Council.

The Chair of the Staffing Committee must present an update of the Staffing Committee meeting to the first Full Council Meeting following the meeting of the Staffing Committee and he/she will report on any Committee decisions or recommendations.

Delegated Business

- To support the Parish Clerk in the appointment and management of staff, with nominated Councillors to participate in recruitment (at least one councillor from the Staffing Committee should attend any interview with the Clerk).
- To support the Parish Clerk in the appointment and management of Consultants.
- To consider and bring to a final conclusion any matters emanating from staffing Policies (including Managing Employees, Performance, Management, Sickness and Grievance Policies etc.) for members of staff employed by the Parish Council.
- To establish a panel for hearings and appeal hearings when required. (To be comprised of three Councillors to be quorate.)

- To manage budgetary expenditure relating to staff. Reporting to the Finance & Governance Committee any overspends/requests for virements to be made.
- Any other staffing matters delegated by the Full Council including staff training and the consideration of annual appraisals.
- To agree terms and conditions of employment.
- To be one of the Committees that can approve the National Joint Council (NJC) annual pay award (Full Council and the Finance & Governance Committee are the others)
- To agree job descriptions.
- To agree HR Policies.
- To appoint new staff after the interview process following the Clerk's recommendations.
- To facilitate swift appointments of new staff , an extraordinary Staffing Committee meeting will be pre-arranged to meet as soon as it is considered appropriate after an interview date has been set.

Referred Business

To recommend to the Full Council any changes to staffing structure.

To discuss with Parish Council and staff concerned any issues relating to staffing levels and regrades, pay level and staffing structures, and make recommendation to Full Council.

To deal with any other matters referred to the Staffing Committee by the Full Council.

Admission of Public and Press

The Public and Press shall be excluded from Staffing Committee meetings In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 "due to the consideration of items of a confidential nature and where disclosure of information may lead to identification of individuals and therefore breach the first data protection principle (fair, transparent and lawful processing): in such cases s40(2) of the FOI Act 2000 would apply.