



Great Gonerby Parish Council

Staffing Subcommittee - Terms of Reference

1. **Purpose.** The Staffing Committee is established to oversee all staffing matters on behalf of the Parish Council, ensuring that policies and procedures are followed, and that the council remains a fair and effective employer. They are to act as line manager for all employed staff.
2. **Membership.** The Committee shall consist of 3 councillors appointed by the Parish Council. They shall be elected at the first meeting after the Annual Parish Council Meeting. As the Parish Council Chair or Vice Chair could be called to arbitrate on any staffing issues that are not agreed unanimously by the Staffing Committee, they should not be members of the Staffing Committee. The Subcommittee will select a chairperson from among its members; where there is not a clear majority for one person, then a vote will be taken by the Parish Council.
3. **Meetings.** The Committee shall meet at least quarterly and communicate as required between meetings. Normally 3 days' notice will be given for all meetings but a minimum of 24-hour's notice can be given; the Clerk will advertise them as policy dictates. Meetings shall be to discuss and update on any staffing matters. A record of all discussion will be taken at each meeting and given to the Clerk for filing on SharePoint for future reference.
4. **Responsibilities.** The Committee has delegated authority, in relation to employed staff, to:
 - a. **Recruitment and selection.** Conduct the recruitment of new employed staff, including drafting job descriptions, advertising vacancies, shortlisting candidates, conducting interviews and making appointment recommendations to the Parish Council. Final selection will be conducted at a Parish Council meeting.
 - b. **Performance management.** Oversee the performance management of staff, including setting objectives, monitoring progress with these and conducting annual appraisals.
 - c. **Staff personal development.** Discuss training requirements with employees to ensure continuous professional development and skill enhancement. When any training requires funding, the Staffing Committee will recommend this to the Parish Council. The Parish Council will consider the proposal and, if agreed, will arrange for payment in accordance with extant policy.

d. **Disciplinary and grievance procedures.** Handle disciplinary and grievance matters in accordance with Parish Council policies, ensuring fairness and adherence to employment laws. Where there is not full agreement on a particular course of action, the Parish Council Chair or Vice Chair will arbitrate.

e. **Policy Review.** Review and update staff contracts and terms of reference annually and staffing policies and procedures as changes occur in employment law. This should ensure compliance with legal requirements and best practice. Policies should include health and safety, pay, working hours, holidays, sickness and other absences, grievance and disciplinary, dismissal, redundancy and resignation.

f. **Staff Welfare.** Promote a positive work environment, addressing issues related to staff welfare and wellbeing. Also, ensuring best practice is employed with regard to working conditions and an individual's health and safety.

5. **Reporting.** The Committee shall report to the Parish Council on its activities and propose plans for ratification on decisions or policy changes at the first Parish Council meeting after each subcommittee meeting. They will also compile an annual report summarizing the Committee's activities and making any recommendations for the forthcoming year.

6. **Confidentiality.** All staffing matters are to be treated as confidential, and Staffing Committee members must ensure that all discussions and documentation comply with data protection policy.