

## Ennerdale & Kinniside Parish Council

### Draft Staffing Committee Terms of Reference

1. **Purpose.** The purpose of the Staffing Committee is to oversee the organisation, employment, management and terms and conditions of employed staff of the Council and to make appropriate recommendations to the Council for ratification.
2. **Membership.** The Committee shall comprise of 3 Councillors normally chaired by the Chair of the Council. The Committee quorum is 2 (though the Chair cannot use a casting vote) and a councillor can temporarily join the Committee in the absence of a member at the Chair's discretion. The Committee shall meet at least quarterly or as required.
3. **Standing Orders.** Parish Council standing orders shall apply except as modified by these terms of reference.
4. **Functions Delegated by the Council.** The Committee is delegated authority by, but responsible to, the Council for:-
  - developing and reviewing of HR policies and procedures
  - job descriptions/person specifications
  - overseeing staff recruitment, selection and appointment
  - staff retention
  - determining or reviewing staff conditions of service and general terms of employment
  - salary grading and pay including annual staff review and other remuneration matters
  - leave entitlements including annual holiday, sickness, statutory entitlements and special leave
  - special conditions relating to a specific post or individual
  - allowances, expenses and subsistence
  - working hours
  - pension arrangements
  - sickness absence management
  - trade union membership recognition
  - staff performance review/appraisals
  - operation of the Council disciplinary, grievance, capability, grading and appeal procedures and equal opportunities policy
  - health, safety and welfare of staff
  - any other matters delegated to the Committee or deemed relevant to these terms of reference.
5. **Delegated Financial Authority.** The Committee is delegated the authority to manage the Council's staff overtime budget (if set) and to authorise additional hours and payment of overtime, if necessary, before the next Council meeting.
6. **Confidentiality.** It is anticipated that the meetings of this Committee will be confidential with the press and the public excluded where appropriate. For example, staff matters, staff appraisal, employment matters and grievance issues will be confidential. Where appropriate, the Committee should conduct its business with access by the Public.
7. **Agenda and records.** The Committee will produce agenda and records in line with Council requirements.