

Harwell Parish Council  
**Staffing Committee Terms of Reference**

Adopted 9.8.2016. Reviewed 6 September 2016 (& amended), February 2017 (Amended), October 2017 (no changes), May 2018, May 2019 (no changes)

**Changes**

*Para 5 amended on the advice of OALC and the clerk, to allow for a permanent chairman.*

*Para relating to calling of meetings and notice period deleted because they are covered by Standing Orders – hence para 6 has amended reference to SO's*

*Para saying all meetings closed removed because all meetings have to be open to the public and then if there are confidential agenda items, a specific motion is required in the agenda to exclude the public.*

**Objectives**

1. **The Purpose of Staffing Committee** is, on behalf of the parish council and in conjunction with the clerk, to make decisions and recommendations about all staffing matters, subject to budget and expenditure limits decided by the Council.

**Procedural**

2. This is a Standing Committee established under section 4 of the Harwell Parish Council Standing Orders
3. The members of the committee shall be a minimum of three councillors, comprising chair of the parish council, plus the chairs of any other committees, and other councillors as nominated by the Committee or as appointed by the Council.
4. To enable a meeting to proceed and decisions and recommendations to be agreed, at least three members must be present.
5. Members of the Committee shall agree on a Chairman at the first meeting following the Annual Parish Council Meeting. Each meeting will agree on one member to take notes, unless the clerk is present.
6. The committee shall aim to hold two ordinary meetings each year, with the first meeting as soon after the annual meeting of the parish council as possible, with the second at the half year point, and in any case with sufficient time to make any recommendations to the Finance Committee meeting in December. (see Standing Orders, Para 4d ii and iii, and para 6 for the calling of additional meetings).
7. As appropriate, and wherever possible, all objectives shall be carried out in conjunction with the clerk.

**Functional**

**Delegated powers to make decisions**

8. To establish and keep under review a staffing structure, in line with the budget and expenditure limits decided by the Council.
9. To ensure that all council staff have appropriate job descriptions.
10. To supervise the Clerk's work, to administer leave requests, record and monitor absences and handle grievance and disciplinary matters and pay disputes.
11. To draft, implement, review, monitor and revise policies relating to staff and conditions of employment.
12. To review comparable local pay-scales for each category of staff so as to agree applicable rates for all council staff.
13. To keep under review staff working conditions, and health and safety matters.
14. To oversee the recruitment and appointment of staff.
15. To arrange implementation of new employment contracts and changes in contracts. The Chairman of the Committee (or, in their absence, the Chairman of the Council) is authorised to sign employment contracts on behalf of the Council, provided that they have been agreed and approved by the Staffing Committee.
16. To establish and review performance management including annual appraisal and staff training programmes for all staff, including the clerk.
17. To oversee any process leading to dismissal of staff including redundancy.
18. To monitor and address regular or sustained staff absence.
19. To consider any appeal against a decision in respect of pay.
20. To consider a grievance or disciplinary matter (and any appeal).

**Powers to make recommendations**

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21. To make recommendations on staffing related expenditure, including hourly salary rates, to the Finance Committee.