



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

## TUTBURY PARISH COUNCIL

### STAFFING COMMITTEE/SUB-COMMITTEE

#### TERMS OF REFERENCE

##### (a) Purpose

The purpose of the **Staffing Committee** is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council for ratification.

##### (b) Membership

The **Committee** shall comprise of **5** Councillors (*where n is no fewer than 3 and ideally no more than 6*). The **Committee** quorum is **3** and the **Committee/Sub-Committee** shall meet **in each Committee as required**.

##### (c) Functions

The **Committee** will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for:-

- developing HR strategy
- developing and reviewing of HR policies and procedures
- staffing levels and structure
- job descriptions/person specifications
- overseeing staff recruitment, selection and appointment
- staff vetting
- 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** deemed relevant to these terms of reference.

#### **d) Specific Sub-committees or Panels**

Smaller and specifically focussed Sub-committees should be set up to deal with confidential personnel matters such as capability, discipline or grievances as provided for in the relevant Council procedures.

A Recruitment and Selection Panel should also be set up for example to appoint a Clerk comprising of the interview panel (of perhaps three Councillors and a professional adviser if required) who are involved throughout the recruitment and then the selection process.

#### **(e) Confidentiality**

Parts of the meetings of this **Committee** will be confidential to the members of the HR Committee with the press and the public excluded where appropriate.