

DUNCHURCH PARISH COUNCIL

STAFFING COMMITTEE/SUB-COMMITTEE

TERMS OF REFERENCE

(a) Purpose

The purpose of the **Staffing Committee/Sub-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/Sub-Committee** shall comprise **three (3)** Councillors. The **Committee/Sub-Committee** quorum is **three (3)** and the **Committee/Sub-Committee** shall meet **in each Committee cycle and/or as required**.

(c) Functions

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

- HR strategy
- development and review of HR policies and procedures
- staffing levels and structure
- job descriptions/person specifications
- staff vetting
- staff recruitment and selection
- staff retention
- determining or reviewing staff conditions of service and general terms of employment
- salary grading and pay
- leave entitlements including annual holiday, sickness, statutory entitlements and special leave
- salary reviews
- special conditions relating to a specific post or individual
- allowances, expenses and subsistence
- working hours
- sickness absence management
- employee communication and consultation
- staff performance review/appraisals
- operation of the Council disciplinary, grievance, grading and appeal procedures
- operation and review of the equality and equal opportunities policy
- operation and review of the health and safety policy
- any other matters delegated to the **Committee/Sub-Committee** or deemed relevant to these terms of reference.

(d) Confidentiality

The meetings of this **Committee/Sub-Committee** will be confidential and NOT open to the public.

Implemented: 05/11/2019

Review date: 05/11/2021