

MARKYATE PARISH COUNCIL



Parish Office, Y2K Hall, Cavendish Road, Markyate, Herts. AL3 8PS
T: 01582 842785/840110
E: clerk@markyateparishcouncil.gov.uk www.markyateparishcouncil.gov.uk
Clerk to the Council: Mrs V Tilley

Staffing Committee - Terms of Reference

Members: Three Parish Councillors to be appointed annually and to include the Chairman and Vice-Chairman of the Council.

Quorum: The quorum of the Committee shall be three Members.

Voting only the above may vote and participate at a meeting. In the case of an equal vote the Chairman may have the casting vote.

Interests: If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council, then he/she shall declare such an interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. NB. If a Member has declared an interest and then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

Minutes: All minutes shall be open for inspection by any Member of the Parish Council, if appropriate.

Admission of the Public and Press: The Public and Press may not be admitted to these meetings as in accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of the meeting due to the confidential nature of the item of business.

Responsibilities: The Committee is responsible for the employment and welfare of all employees.

Procedures: The Chairman and Vice-Chairman of the Council shall automatically be elected as Chairman and Vice Chairman of the Committee. Meetings will be held on an as and when needed basis. The Clerk will be in attendance to minute the meetings, however, when an item is discussed concerning the Clerk, they will leave the room during discussion and a member of the committee will minute the discussion.

Terms of Reference: The Committee shall review the Terms of Reference on an annual basis or when necessary and make appropriate recommendations to Full Council.

Meeting Duration: The Staffing Committee Meeting will last for no longer than 2 hours with any unfinished business being carried forward to the next meeting of the Committee unless by resolution of Members present to continue discussing business.

Specific Delegated Powers:

1. To review staffing structures and levels and make recommendations to the Council.

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2. To agree and review annually, contracts of employment, job descriptions, person specifications for staff and to review the Clerk/RFO performance.
3. To review staff salaries and terms and conditions and make recommendations to the Council.
4. To appoint, from its membership, a recruitment panel when necessary and recommend appointments to the Council. Recruitment panels will normally include at least two members in the case of appointment including the Clerk.
5. To appoint members, as set out in the disciplinary and grievance policy, to act as a disciplinary panel and as an appeals panel, in the case of any appeal against disciplinary action.
6. To appoint members to hear any formal grievance.
7. To review health and safety at work for all Council employees.
8. To review all Council policies that relate to staff employment on an annual basis.
9. To ensure the Council complies with all legislative requirements relating to the employment of work