

MARKYATE PARISH COUNCIL



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Clerk to the Council: Mrs V Tilley

Terms of Reference – Staffing Committee

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.

Membership

The Committee shall comprise 4 Councillors. **The Committee quorum is three (3).**

A Chair and Vice Chair of the Committee are to be elected annually by the Council and shall hold office until the next Statutory Annual Meeting of Markyate Parish Council.

The Standing Orders on the rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interest of members in contracts and other matters shall apply to committee and sub-committee meetings.

If the numbers of the Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned, and any business not transacted shall be transacted at the next meeting or on such other day as the Chair shall arrange.

Responsibility

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

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- 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.

Meetings

Meetings shall be called by the Chair of the Committee and the Clerk before the budget is compiled and as and when deemed necessary.

Minutes of all meetings shall be recorded by the Clerk, or any member nominated at the meeting when matters relating to the Clerk are to be discussed.

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.

Confidentiality

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

Review of Terms of Reference

These terms of reference are to be reviewed annually at the Statutory Annual Meeting of Markyate Parish Council.