

Old Catton Parish Council Staffing Committee

Terms of Reference

Membership

Objective:

The Staffing Committee is constituted to consider and respond on behalf of the Council in respect of all staffing matters referred to them for consideration.

Membership:

Membership shall consist of a minimum of six Council members elected annually. A Chairman shall be elected on the formation of the Committee. The Chairman of the Council is an “ex-officio” voting member of the Committee. A quorum shall consist of three members.

Those serving members hearing a disciplinary hearing will not participate in an appeal hearing. The remaining members of the staffing committee will declare an interest at the Council meetings and leave the room.

Areas of Responsibility:

The Staffing Committee has the delegated authority from Old Catton Council to undertake the following:

- The Staffing Committee has authority for managing the budget allocation for its areas of responsibility.
- To consider the recommendations of the Council so far as they would materially affect resources not already approved in the annual budget.
- To maintain an overall view of staffing requirements and the allocation of staffing resources. To deal with all matters appertaining to staff, subject to all new employees being approved by the Council.
- To hold the annual appraisal of the Parish Clerk.
- To monitor all aspects of the Clerk’s work including files kept by the Clerk (eg records of holiday taken, sick leave taken, time sheets).
- To refer to the Council’s Standing Orders, making regular reports to the meetings of the Council, and seeking approval of any recommendations made by the Staffing Committee.
- To review staff salaries and terms of conditions and make recommendations to the Council.
- To regularly review the Staffing Committee Terms of Reference.
- Meeting agendas will indicate the exclusion of press and public and all members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.
- Approval of its Minutes as true and correct records.