

HENLEY PARISH COUNCIL

Chairman: Councillor Kevin Griggs
Clerk: Tina Newell
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Terms Of Reference for the Staffing Committee

1. Membership

The Committee shall consist of a minimum of three councillors from the Parish Council; non-Parish Councillors may not be members.

The quorum of the Staffing Committee will be three members.

The Chairman of the Council shall automatically be a member of the committee unless otherwise excluded. The Chairman & Vice Chairman of the Committee will be appointed at the first committee meeting following the Annual Parish Meeting. All members shall comply with the Code of Conduct and the Councils Standing Orders.

2. Meetings

The Committee shall meet a minimum of annually, with additional meetings scheduled as and when necessary.

3. Confidentiality

All members must preserve confidentiality of all individual staffing matters pertaining to the business of the committee.

4. Delegated Powers

The Committee will hold delegated powers to deal with all personnel, employment and recruitment issues with reports and recommendations made to full Council as necessary. In cases of emergency that will not wait until the next council meeting, the committee will have full powers to act on behalf of the council.

4. Responsibilities

The committee's primary purpose is to ensure the Parish Council complies with the requirements of employment laws and follows best practice in providing good working conditions for staff.

The Chairman of the Council will provide line-manager function for the Clerk, including responsibility for day-to-day matters, such as authorisation of holiday, sick leave and absence from work.

The Committee will:

- Advise the Parish Council on human resources aspects of the council
- Review and appraise the performance of employees annually
- Consider the annual pay awards for all employed by the council
- meet to discuss the staffing budget requirements annually which will then be considered by the full Council.
- Carry out initial personnel investigations and request relevant supporting documents and evidence when and where appropriate.
- Deal with any staff disciplinary matter in accordance with the Councils Disciplinary Procedure
- Deal with any staff grievance in accordance with the Councils Grievance procedure.
- Review all employment policies and procedures periodically, including the Grievance and Disciplinary Procedures.