

# RAWCLIFFE PARISH COUNCIL

## TERMS OF REFERENCE (ADOPTED JUNE 2017)

### STAFFING/EMPLOYMENT PANEL

#### **Membership – 4 Members**

**(To be elected annually at the Annual Meeting of the Parish Council each year)**

- The Staffing Committee to consist of 4 members.
- The Chairman and Vice-Chairman are to be elected annually by the Staffing Committee at the first meeting after the Annual Council meeting of Rawcliffe Parish Council and shall hold office until the next Annual Council.
- The quorum of the Committee is 3.

#### **Aims**

To develop strategy and policy in all matters relating to human resources and to take employment related decisions on behalf of the Council where directed.

#### **Objectives**

To provide effective and professional staff management in all matters related to the employees of the council and to help ensure that the Council is exercising an adequate duty of care for all of its employees.

#### **Meetings**

The Clerk will call Staffing Committee meetings as and when necessary. Members will be summoned to attend meetings which will be held in St Mark's Church, Howard Drive, York and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

#### **Documentation**

Minutes of all meetings will be recorded by the Clerk and circulated at full council meetings of Rawcliffe Parish Council for information. All resolutions and recommendations to full council shall be recorded in the minutes of the meetings.

#### **Accountability**

The Staffing Committee has delegated powers to act/make decisions on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Staffing Committee's terms of reference shall be made to the full council.

#### **Scope**

- The Staffing Committee to have full delegated powers for the recruitment and selection of all staff, with the exception of the post of Town Clerk/RFO (see below).
- The Staffing Committee will have delegated powers to undertake recruitment process for all staff. Successful short-listed applicants to be interviewed by the Staffing Committee. The Committee will follow the provisions of the council's recruitment policy. A recommendation from the Staffing Committee will be submitted to full council to ratify the appointment of all staff.
- The Staffing Committee to have delegated powers to consider and implement any changes, which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC "Green Book") and

recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC)

- The Staffing Committee to have delegated powers to administer the Discipline and Grievance Procedure, subject to agreement by both parties. If agreement cannot be reached then the matter will be referred to full Council.
- The Staffing Committee will appoint one of its members to act as Line Manager to the Clerk/Responsible Financial Officer and to direct the line manager in his/her role and responsibilities.
- The Staffing Committee to have delegated powers to carry out annual staff appraisals (in October each year) and to submit proposals in respect of salaries and training of all staff to the Finance Committee (not later than the end of December each year).
- The Staffing Committee to have delegated powers to consider and implement pay awards, increments and payroll management.
- The Staffing Committee to have delegated powers to review staff pension arrangements.
- The Staffing Committee to have delegated powers to review job descriptions, person specifications, staff establishment (including promotion and re-grading) and to approve contracts of employment.
- The Staffing Committee to have delegated powers to review the Staff Handbook and Councillors Handbook.

### **Review**

The Staffing Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting.

**TO BE REVIEWED MAY 2018**