

Elton Parish Council Staffing Committee Terms of Reference

These terms are supplemental to, and do not in any way override, the Parish Council standing orders and/or Financial Regulations.

These Terms of Reference were adopted by the full parish council at its meeting on 9 October 2023 (minute ref 23.160)

These Terms of Reference will be reviewed annually.

1. Objective

Elton Parish Council's Staffing Committee is constituted to consider and make recommendations on matters regarding employment of Parish Council officers and on policies relating to employment.

2. Membership

2.1 The Staffing Committee shall comprise of members elected at the Annual Meeting of the Parish Council held in May, or at such other times as appropriate.

2.2 The quorum of the Staffing Committee shall be three members.

3. Conduct of Meetings

3.1 All meetings of the Staffing Committee will be held in accordance with the standing orders, financial regulations and other such policies as exist of the Parish Council.

3.2 The committee shall meet when required, with three clear days' notice.

3.3 The Parish Clerk or the Chair of the Parish Council or a member of the Staffing Committee may call additional meetings as and when necessary, with three clear days' notice.

4. Confidentiality

4.1 Where any business to be transacted by this committee involves discussion of individuals, the public and press may be excluded by resolution at the commencement of the meeting. All members must be mindful of the confidentiality of employer-employee matters.

5. Responsibilities and areas of operation

5.1 To consider and make **recommendations** on matters regarding the recruitment (including advertising, selection and interviewing) and employment (including terms of employment, job description and salary scale) of Parish Council officers.

5.2 To consider and make **recommendations** on the annual review of officers pay scales (the SCP points).

5.3 To consider and make **recommendations**, on issues arising from the complaints procedure or the discipline and grievance procedure.

5.4 To consider and make **recommendations** on training and development needs.

5.5 To review all relevant policies and procedures covering employment issues on an annual basis and **recommend** any changes for the consideration of the Parish Council.

5.6 To appoint, as required, a panel of members to undertake such duties as required for recruitment, appraisal, disciplinary and grievance hearings and appeals.

6. Documentation

6.1 Minutes of all meetings will be recorded by the Clerk of the Parish Council at the meeting and circulated at the full Parish Council meetings of Elton Parish Council.

6.2 Documentation of a confidential nature will be held securely and disposed of by means of shredding.

7. Responses

All correspondence should be conducted through the Parish Clerk wherever possible.

8. Review

These terms of reference to be reviewed annually.