

Staffing Committee Terms of Reference

Staffing Committee Overview

1. The Staffing Committee is a Committee of South Kyme Parish Council appointed to make decisions about all staffing matters.
2. The Staffing Committee shall consist of three members of South Kyme Parish Council appointed at the Annual Meeting of the Parish Council, or at an Ordinary Meeting in the first instance.
3. The Staffing Committee will elect a Chair at its first meeting after the Annual Meeting of the Parish Council, or at the inaugural meeting.
4. The Chair of the Staffing Committee will not be the Chair of the Full Council.
5. The Quorum at each meeting shall be three members. It is expected that all members of the Staffing Committee attend all meetings.
6. The Staffing Committee will meet as and when required with a minimum of 3 days clear notice given.
7. Meetings of the Staffing Committee will last for no longer than two hours with any unfinished business being carried forward to the next meeting.
8. The Clerk need not attend meetings if the Staffing Committee designates a specific member as minute-taker.
9. The Public and Press may not be admitted to these meetings, as in accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting due to the confidential nature of the items of business.
10. All correspondence should be conducted through the Clerk unless it refers to the Clerk in which case it should be conducted through the Chair of the Staffing Committee.
11. The Staffing Committee shall ensure that an agreed written record of each of their meetings is forwarded to South Kyme Parish Council for the next normal meeting under Confidential marking.

Function of the Staffing Committee

12. To decide on the arrangements for the appointment and appraisal of staff, including reviewing and updating contracts.
13. To review and update where necessary the contract of employment and job description for any staff role, prior to any new appointment or as part of the appraisal mechanism.
14. To discuss and agree the process for any new appointment, including job description, shortlisting criteria, and interview dates. Normally all correspondence with candidates and referees should be by the Clerk, but in the Clerk's absence this should be by a member of the Staffing Committee who has been appointed to that role by full Council.

15. To recommend to full Council, after interview and due consideration, suitable candidates for appointment. Decision on appointment is made by full Council.
16. To carry out annual staff appraisals, and report to the next full meeting if there are any issues, or that there are not.
17. To consider remuneration levels for staff, including any changes to pay grades, if required. Considering whether any nationally agreed annual increase as announced by SLCC/NALC will be awarded to staff. To make recommendations to full Council for approval where there are financial implications.
18. To deal with any matters that are raised under South Kyme Parish Council's own specific policies and any applicable national legislation such as grievance, health, and safety as it applies to staff, any Code of Conduct matters that apply to staff, any staffing disputes, or other staffing related issues.