

# **Tanworth in Arden Parish Council**

## **STAFFING COMMITTEE TERMS OF REFERENCE**

The Staffing Committee Terms of Reference were adopted by Full Council at its Meeting held on 16<sup>th</sup> May 2024.

### **Responsibilities**

The role of this committee is to ensure the effective management and recruitment/retention of staff ensuring requirements of employment law are followed and providing good working conditions for staff, including health and safety.

The Council's Standing Orders and Code of Conduct shall apply to this Committee and its members. Nothing in these terms of reference shall prevent the Council from dealing with a matter that might otherwise be dealt with by this Committee.

### **Committee**

The Staffing Committee is constituted as a Committee of Tanworth in Arden Parish Council.

### **Members**

1. The Committee to consist of at least 4 Councillors.
2. The quorum of the Committee shall be three Members.

### **Committee Chair**

The Chair is to be elected annually by the Council at the Annual Meeting.

### **Voting**

Only the members of the Committee may vote at a meeting. In the case of an equal vote the Chair shall have a second or casting vote.

### **Interests**

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council, then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

N.B. If a Member who has declared an interest, then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates

### **Meetings**

1. The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of Tanworth in Arden Parish Council.
2. The Parish Clerk or the Chair of the Committee may call additional Committee meetings as and when necessary.
3. Minutes of all meetings will be recorded by the Parish Clerk and circulated at the Full Council meeting.
4. 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 during consideration of these items due to the confidential nature of this item".

### **Purpose**

The purpose of Staffing Committee is to:

1. Form a recruitment panel, when necessary, for the recruitment of all staff. This recruitment panel should include at least two members, providing recommendations to Full Council for the appointment of staff.
2. Conducting the assessment after completion of the probationary period of new staff.
3. Carry out the annual appraisal of staff.
4. Be responsible for considering the workload of staff, consultants and advisors.
5. To set, when necessary, priorities of work and workload controls.

6. Managing long term sickness and incidents at work with the Clerk.
7. Managing any issues referred to the committee by Full Council.
8. To deal with all staffing issues as they arise including
  - any disciplinary matter in accordance with the Council's Disciplinary Procedure
  - any staff grievance in accordance with the Council's Grievance Procedure
  - any staff absence in accordance with the Council's Sickness & Absence Policy.