



## FISHBOURNE PARISH COUNCIL

### STAFFING COMMITTEE – TERMS OF REFERENCE

Adopted on: 21 November 2022

Minute reference: 22/154.2.3

Signed: *Lynda Hunter* Chair

1. The members of the Staffing Committee will be elected annually at the Annual Meeting of the Parish Council.
2. The Chairman of the Staffing Committee will be elected at the Annual Meeting of the Parish Council.
3. The Staffing Committee shall consist of not less than three Councillors. The Chairman of this committee may not necessarily be the Parish Council Chairman.
4. The quorum for the Committee shall be three.
5. The Committee may co-opt any person in an advisory capacity. This person(s) shall not be a voting member of the Committee.
6. The Committee will be responsible for the following employment issues:
  - a. To consider terms of employment, job description, pension and salary scale for any employed post to Fishbourne Parish Council and present a final draft to the Council for consideration and approval, taking as its basis the nationally agreed terms and conditions and contracts of employment produced by the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC).

- b. To consider policies and procedures relevant to employment at Fishbourne Parish Council and present a final draft to the Council for consideration and approval, taking as its basis model procedures and policies provided by professional bodies (NALC, West Sussex Association of Local Councils (WSALC), SLCC etc.)
  - c. To advertise, select and interview any person(s) considered for employment by the Council and to make a recommendation as to the suitability of the applicant(s) to the Council based on the interviews conducted, using the model specimen documents and advice provided by SLCC, WSALC or NALC.
  - d. To arrange and carry out an annual appraisal for each employee by the end of October each year.
  - e. A recommendation will be made to the Council with regard to any pending annual increment for the next financial year.
  - f. To consider any amendments to the Contract of Employment and Job Description as put forward by either the Council or the Employee or any professional body (NALC, SLCC etc) and recommend to the Council any action necessary.
  - g. To investigate any complaint relating to the employee of the Council and take any action and report to the Council, taking into account the need to preserve the principle of natural justice and to be mindful of the Employment Act 2002 – Dispute Resolution procedures.
  - h. To consider all Health and Safety aspects in relation to the Council's role as an employer.
7. To determine the training and qualification needs of the Council and staff.
8. To have a minimum of one meeting per Council year.
9. These terms of reference will be reviewed at the Annual Meeting of Fishbourne Parish Council.