

## **ATCHAM PARISH COUNCIL**

### **STAFFING COMMITTEE**

#### **TERMS OF REFERENCE**

Membership: Three Parish Councillors

Quorum: Three Parish Councillors with voting powers.

Meetings: Annually or as required

Terms of Reference:

- (i) To consider proposals for terms and conditions of employment and pay structures for Parish Clerk.
- (ii) To consider the appointment of the Parish Clerk / Responsible Financial Officer and make its recommendations to Council.
- (iii) To ensure that the appropriate HR policies and procedures, reflecting best practice and conforming to employment law, are in place for the employee of the Council
- (iv) To ensure that appropriate training and continual professional development programmes are in place for the Parish Clerk, and that these are underpinned by an appraisal scheme
- (v) To consider and approve on behalf of the Council a Health and Safety policy and procedures for the staff.
- (vi) To be the first point of contact for staff to raise any issues relating to their employment. To hear and determine on behalf of the Council any grievances or appeals by employees of the Council arising from any Appeals procedures available to the employees and make recommendation to Council. (Note, the Committee may require additional members to be appointed if a grievance or appeal is raised, to ensure that there is no conflict of interest or duplication on the appeal panel)
- (vii) To be responsible for recommending the level of remuneration for all staff for which a budget has been provided and recommended to Council.
- (viii) To consider any matters referred to the Committee by the Council.
- (ix) To be responsible for any budget delegated to it by the Council

Adopted 19<sup>th</sup> July 2023

Date of review May 2024