



GREAT GLEN PARISH COUNCIL

Glendale House, 1 Church Road, Great Glen, Leicestershire LE8 9FE

www.greatglen-pc.gov.uk admin@greatglen-pc.gov.uk 0116 2593004

Parish Manager - Joanne Adkins

TERMS OF REFERENCE - STAFFING COMMITTEE

1. DELEGATION

- 1.1 Great Glen Parish Council has agreed to adopt the Terms of Reference for the Staffing Committee at its meeting held on 9th July 2024 and has recorded the decision under Minute 25/41(a)
- 1.2 Great Glen Parish Council will review these Terms of Reference annually.

2. FUNCTION

- 2.1 The function of the Staffing Committee is to oversee the organisation, employment, management, and terms and conditions of employment for the Parish Council and to make appropriate recommendations to the Parish Council for ratification.
- 2.2 The Staffing Committee does not hold delegated powers from the Full Council, however on occasion it is accorded temporary delegated powers under the Local Government Act 1972 Section 101 for specific items on behalf of the Full Parish Council under Resolution, so it has the responsibility for recommendations to the Full Parish Council in the functions listed.

3. MEMBERSHIP

- 3.1 The Committee shall comprise of a minimum of four Councillors. The Committee quorum is three.
- 3.2 The Committee shall meet as required.
- 3.3 The meetings of this Committee will be confidential and not open to the public.

4. RESPONSIBILITIES

The Committee will be responsible, in conjunction with the Parish Manager to the Full Parish Council or other professional advisers, in respect of

- HR strategy, development and review of HR policies and procedures
- Staffing levels and structure
- Job descriptions/person specifications, recruitment and selection
- Determining or reviewing staff conditions of service and general terms of employment
- Salary grading, pay and reviews
- Leave entitlements including annual holiday, sickness, statutory entitlements and special leave
- Special conditions relating to a specific post or individual
- Working hours
- Sickness absence management
- Operation of the Parish Council disciplinary, grievance, grading and appeal procedures
- Operation and review of equality and equal opportunities
- Operation and review of health and safety
- Any other matters delegated to the Committee or deemed relevant to these terms of reference