

GREAT GLEN PARISH COUNCIL

STAFFING COMMITTEE

TERMS OF REFERENCE

The purpose of the **Staffing Committee** is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council for ratification.

The Staffing Committee does NOT hold Delegated Powers from the Full Council, but on occasion it is accorded temporary Delegated Powers under LGA 1972 S.101 with specific items on behalf of the Full Council under Resolution, so it has the responsibility for recommendations to Full Council in the functions listed.

Membership

The **Committee** shall comprise of a minimum of **four (4)** Councillors. The **Committee quorum** is **three (3)** and the **Committee** shall meet **in each Committee cycle and/or as required**.

Functions

The **Committee** will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for:-

- HR strategy
- development and review of HR policies and procedures
- staffing levels and structure
- job descriptions/person specifications
- staff vetting

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- staff recruitment and selection
- staff retention
- determining or reviewing staff conditions of service and general terms of employment
- salary grading and pay
- leave entitlements including annual holiday, sickness, statutory entitlements and special leave
- salary reviews
- special conditions relating to a specific post or individual
- allowances, expenses and subsistence
- working hours
- sickness absence management
- trade union membership
- staff performance review/appraisals
- operation of the Council disciplinary, grievance, grading and appeal procedures
- operation and review of the equality and equal opportunities policy
- operation and review of the health and safety policy
- any other matters delegated to the **Committee/** or deemed relevant to these terms of reference.

Confidentiality

The meetings of this **Committee/Sub-Committee** will be confidential and NOT open to the public.