

Sandon and Burston Parish Council
<https://sandonandburstonpc.org.uk/>

Staffing Committee – Frame of Reference

PURPOSE OF THE COMMITTEE

To consider and deal with all matters affecting staffing issues except where the overall staffing budget will be exceeded. In such cases the Committee will make a recommendation to Full Council. The Committee has delegated authority to resolve personnel issues, including contracts of employment, pay scales, recruitment training, redundancy, grievances and disciplinary matters in line with all Council policies.

Committee Structure:

The Committee will be formed of 3 Councillors who will be elected, or re-elected, at the Annual Meeting of the Council (May). The Committee to have a maximum of 3 Members present at the Staffing Committee to make decisions and recommendations.

PARAMETERS:

- 1 The quorum of the Panel shall be a minimum of 3 Councillors.
- 2 The Committee shall meet a minimum of twice per year with the ability to meet additionally as and when required.
- 3 The Committee shall elect a Chairman at the commencement of its first meeting after the Annual Meeting of Full Council.
- 4 The Chairman of the Committee shall have a second or casting vote.
- 5 Meetings of the Committee will be held without press or public present and without public notice as the content of discussions fall under public excluded rules. All reports, documents and correspondence will remain confidential within the Council.

6 The Committee is directly responsible to Full Council and will report their decisions and recommendations to the Full Council, after each committee meeting.

COMMITTEE REMIT:

1 To provide a route for consultation with the Clerk via an annual appraisal, NALC appraisal template to be used for appraisal.

2 To provide a route for consultation with all Councillors on staffing issues.

3 To review and to advise on the numbers of personnel needed for the agreed operation of the Council and review the hours needed to carry out agreed operation of the Council.

4 To undertake the recruitment of personnel in conjunction with the Clerk, if more staff needed.

5 To review and agree the terms and conditions of employment as required – NALC employment contract will be used as a guide, along with other Council Policies.

6 To record annual holiday entitlement and holiday taken

7 To provide support for lone worker.

8 To review and to advise on development and training needs, use Council Training policy as guide.

9 To authorise pay increase increments using the National Pay Awards provided by NALC and cost of living awards (Home Working Allowance) within the agreed budget and in line with NALC contract of employment.

10 To determine, with appropriate advice as necessary, any grievance or disciplinary issues relating to staff or Councillors, in line with Council policy.

** The Committee will be issued with a copy of the Good Councillors Guide to Employment.

Date Last Ratified/Approved	Version Number	Revision/Amendment made/section	Next Review Date
Adopted 4 th March 2025	1		Annual