

---

# COLD ASH PARISH COUNCIL

## STAFF COMMITTEE

### TERMS OF REFERENCE

#### **Purpose of the Staff Committee**

The Committee is appointed to review staffing matters on behalf of the Council.

These regulations are supplementary to, and do not override, the Council's Standing Orders and/or financial regulations.

#### **Terms of Reference**

##### **1. Membership**

- a. The Committee shall comprise of 3 Council members.
- b. Committee meetings shall be subject to a quorum of 2 members.
- c. Members will be appointed at the Annual Meeting of the Council or, in the case of the resignation of a member(s), at an ordinary Council Meeting.
- d. Non-Councillor member(s) can be appointed if they have relevant professional experience. However, they will not have voting rights and are subject to item 2 in the same way as Councillor members.
- e. The Chairman of the Council shall automatically be a member of the Committee

##### **2. Confidentiality**

All members must preserve the confidentiality of personnel discussions held at meetings, and particularly that of exempt business, when the Committee decides that "publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings." Non-Committee council members do not automatically have access to the Staff Committee's confidential reports and papers.

##### **3. Chairman**

The Committee will elect a Chairman, and a Vice Chairman, at the first Committee meeting following the Annual Meeting of the Council.

##### **4. Conduct of Meetings**

- a. The Committee will meet at least once a year and all meetings will be held in accordance with the Council's Standing Orders.
- b. Meetings can be held in a place and at a time convenient to Committee members and to any staff in attendance.
- c. The Committee should carry out all matters in accordance with the Council's Standing Orders and any other related policies.

- d. All meetings of the Committee will be minuted by the Clerk, relevant committee clerk, or other appropriate staff member. Where the staff member is the subject of the Committee's discussions then a Councillor can take the minutes of the meeting, and this should be noted in the minutes.
- e. All minutes of Committee meetings will be provided to the Full Council.
- f. The Committee will meet as and when required.
- g. Members of the press and public will be allowed to attend meetings and make representation in relation to advertised business items of the agenda in accordance with Standing Orders.
- h. Where appropriate, meetings can go into exempt sessions and members of the public and press will be excluded.

**5. Delegated powers of the Committee**

- a. To have fully delegated powers under the Local Government Act 1972, section 101.
- b. The Committee shall have delegated powers to deal with all personnel employment and recruitment issues with, where necessary, reports and recommendations being made to the Full Council.
- c. In the case of an emergency that will not wait until the next Council Meeting, the Committee will have full powers to act on behalf of the Council.
- d. The Committee will conduct annual appraisals of the Clerk and report to the Council when completed.
- e. The Committee has delegated authority to
  - Advertise for, and recruit staff as directed by the Council
  - Consider and make recommendations regarding the Council's staffing structure
  - Review and approve job descriptions for all staff
  - Review and ensure all current employment legislation requirements are met
  - Review Contracts of Employment
  - Make recommendations regarding the deployment, welfare, superannuation, remuneration, recruitment, training, qualifications, health and other aspects and conditions of services for all employees
  - Ensure relevant staff training is undertaken
  - Be responsible for the welfare of staff
  - Make recommendations regarding the establishment and grading of employees for the administration of the Council and Council facilities.
  - Deal with disciplinary and grievance issues
  - Review and ensure compliance with health and safety law and matters
  - Appoint, from the Full Council members, a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include at least three Councillors plus the Clerk.