



# Stanway

## Parish Council

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### STAFFING COMMITTEE –

### TERMS OF REFERENCE June 2022

#### Purpose of the Staffing Committee

The Staffing Committee is appointed to consider all staffing matters, including grievance and disciplinary matters, and has the financial authority to incur expenditure as laid down in the Parish Council's Financial Regulations.

#### Membership

- . The Committee shall be made up of a minimum of five members of the Parish Council.
- . A quorum of the Staffing Committee shall be three members.
- . Each member must be impartial and keep all matters discussed and hold all documents in the utmost confidence.
- . A Chairman and Vice-Chairman of the Committee will be appointed at the first Committee meeting after the Annual Parish Council Meeting.
- . No member of the Staffing Committee shall also be a member of the appointed Staffing Appeals Sub-Committee, to ensure transparency and equity.
- . The Chairman of the Council will be an ex-officio voting member of the Staffing Committee, except where there is a potential conflict of interest. In case of doubt about such a conflict, the matter will be resolved through a vote.
- . A Staffing Sub-Committee may be formed as a Recruitment Interview Panel and shall consist of three members.

#### Conduct

- . The Committee may request any member of Staff or Councillor to absent themselves from all or part of the meeting where the matter to be discussed pertains to them and they have a direct interest.
- . All members must comply with Stanway Parish Council's Code of Conduct and the business of the Committee must be conducted in accordance with the Council's Standing Orders and adopted Grievance and Disciplinary Procedures.
- . All members must have absolute regard to the confidential nature of employer/employee matters, ensuring that records are maintained securely and on a "need to know" basis.

#### Meetings

- . Meetings will be convened to consider all staffing matters including pay, conditions of service, appraisals, business continuity management and other policies, including health and safety matters.
- . Owing to the confidential nature of matters to be heard by the Staffing Committee, it is very likely (*under Section 100A(4) of the Local Government Act 1972 and the Local Government (Access to Information) (Variation) Order 2006*) that no member of the Public or Press shall have the right to attend the Committee Meetings except:
  - a) A person representing or supporting a staff member;

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b) A person representing an organization called upon to give legal advice. The above also applies to any Staffing Sub-Committee Meeting.

.The Parish Clerk will attend all meetings of the Staffing Committee to take the Minutes, except in the case below.

- . A member of the Staffing Committee shall take the minutes at meetings or parts thereof which relate to a staff grievance or disciplinary matter which involves the Clerk either directly or indirectly.

### Decisions and Appeals

- . Decisions made by the Staffing Committee will be final unless an appeal is made, which will then be referred to an appointed Staffing Appeals Sub-Committee for consideration.