



STAFFING COMMITTEE TERMS OF REFERENCE

1. Objectives

The Purpose of the Staffing Committee is, on behalf of the parish council and in conjunction with the clerk, to examine current issues relating to those employed by the parish council and make recommendations about all staffing matters, subject to budget and expenditure limits decided by the Council. The Committee is responsible for the oversight of employment and welfare of all employees.

2. Membership

Membership of the Staffing Committee will be determined by Lenham Parish Council at the Annual Meeting of the Council. The committee should be made up of a minimum of three councillors with the potential to include professional support as required.

3. General

The committee shall meet at least twice per year.

The Committee will be mindful:

- a. of the legal framework for, and good practice in, employment matters,
- b. of the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee.
- c. of the nationally negotiated model contract, benchmarking and terms and conditions for the employment of the officers of the Council
- d. of relevant council protocols and policies

4. Matters for recommendation to council

The Committee will receive reports from the Clerk and make recommendations to Council regarding:

- a. staffing & office requirements including budget allocations,
- b. all policy issues relating to staff.
- c. To make recommendations on staffing related expenditure, including hourly salary rates, to the Finance Committee.

5. Matters for delegation to the staffing committee

- a. To appoint, from its membership, a recruitment panel when necessary to work with the Clerk and recommend appointments to Full Council.
- b. To review staffing structures and levels and make recommendations to Full Council.
- c. To annually review all staffing policies and procedures.
- d. Confirm individual Contracts of Employment and terms and conditions,
- e. To manage changes to existing contracts in accordance with legislation and the Green Book.

- f. To ensure that all council staff have appropriate job descriptions,
- g. Make arrangements for regular objective review of staff performance by this committee and take necessary action thereon,
- h. Decide upon annual salary awards and report to full council,
- i. Appoint a member of the committee to seek advice for the committee in the event of a dispute between the Council and officers,
- j. Consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon,
- k. As and when required under the Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting. At the recommendation of the committee this may be an external person
- l. Consider recommendations from the Appeal Panel and take necessary actions thereon.
- m. To monitor staff working conditions including Health and Safety requirements.
- n. To administer leave requests and record and monitor absences.
- o. Approve requests within the training budget for personal development and health & safety requirements.

Lisa Westcott
Clerk to Lenham Parish Council
15th May 2024

To be reviewed: May 2025