

Thorpe on the Hill Parish Council

Personnel/Staffing Committee Terms of Reference DRAFT v1

Purpose of Staffing Committee

The Committee is appointed by full Council to deal with all staffing matters, subject to budget, expenditure and contractual limits as decided by the Parish Council on 30 January 2019 (minute number 19.11) and reporting back to full Council as required.

Remit

- To meet as and when required, but at least 3 times a calendar year, to ensure the council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including having regard for their health and safety.
- To conduct a review of contracts, staffing policies and procedures every year.
- To be the focal point of all staffing issues.
- To lead on the recruitment and selection process for members of staff - ***all appointments to be formalised by full council resolution.***
- To act as line-manager for the most senior member of staff – the Parish Clerk
- To ensure that the clerk (and any other member of staff) has an annual appraisal.
- To ensure that the clerk has everything required for line-managing other staff on a day-to-day basis.
- To keep up to date with developments in employment law as they arise.
- To be aware of sources of expert advice on employment matters and to ensure that the council uses such sources when there is any doubt about good employment practice.
- To report back to council as required, bearing in mind the requirements of Data Protection in relation to management of the personal details of all staff members.

Possible areas of working conditions to be dealt with (as delegated by full Council):

Compliance with employment legislation

Recruitment and selection procedures

Contracts of employment

Pay and overtime

Supervision of PAYE/NI – *bearing in mind duties of Internal Auditor*

Health and safety, including risk assessment

Duty of care

Avoiding staff stress

Managing workloads

Breaches of Code of conduct behaviour by cllrs (ie. harassment and bullying)
Absence management
Appraisals and development
Grievance and disciplinary procedures
Rights relating to leave and time off
Rights relating to illness
Data Protection and FOI issues