

MARKET LAVINGTON PARISH COUNCIL

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STAFFING COMMITTEE TERMS OF REFERENCE

ADOPTED AT PARISH FULL COUNCIL MEETING 15/04/2025 (Minute 24/25-261)

Responsibilities

This committee is appointed to manage and support the employees of the Parish Council including recruitment, performance and welfare, make decisions about all staffing matters, subject to budget and expenditure limits decided by the Full Council unless stated. This committee will work in accordance with any staffing related policies adopted by the Council and within current legislation.

Terms of Reference

The Committee/Sub-Committee will be responsible, in conjunction with the Clerk or other professional advisers, for: -

- All matters appertaining to personnel/human resources including:
 - Overseeing staff recruitment, selection, and appointment (including policy and procedures).
 - Staff training and development.
 - Administering and operation of the Council's disciplinary, grievance, capability, grading and appeal procedures and equal opportunities policy, including the setting up of any necessary panels.
 - Contracts of employment (including salary, pensions, holidays, sickness, and all other related benefits), subject to operational or earmarked budget being available.
 - Conditions of employment.
 - Undertake to ensure the Council complies with all employment legislation seeking professional advice when necessary.
 - To review all staffing-related policies and procedures and make necessary changes and new policies.
- To support the Clerk in meeting objectives within realistic timescales.
- To manage the operational budget as assigned by the council.
- To make annual recommendations on staffing related operational budget allocations for consideration by the council in time for the setting of the precept. If any budget allocations are deemed insufficient throughout the year (due to unanticipated changes), the Staffing Committee and the Finance Committee should jointly seek any budget increase approval from the Full Council.
- To work with the Clerk regarding workload and priorities.
- To keep the council appraised on matters relating to office equipment, including ICT related support and subscriptions.
- Staff appraisals/reviews, staff absences and record keeping (directly for the Clerk and via the Clerk regarding other members of staff).
- Developing HR strategy.
- Staffing levels and structure.
- Job descriptions/person specifications.
- Staff retention.
- Determining or reviewing staff conditions of service and general terms of employment.
- Salary grading and pay including annual staff review and other remuneration matters.

- Leave entitlements including annual holiday, sickness, statutory entitlements, and special leave.
- Special conditions relating to a specific post or individual.
- Allowances, expenses, and subsistence.
- Working hours.
- Pension arrangements.
- Trade union membership recognition.
- Health, safety, and welfare of staff, including any associated risk assessments and sections of the Risk Register.

Delegations

- To exercise the powers and duties of the Full Council on any staffing matters.
- Where appropriate, to make recommendations to the Full Council regarding staffing matters.
- To make decisions on matters, subject to operational or earmarked budget being available, relating to staff training.
- To exercise all the powers and duties of the Full Council regarding the appointment, promotion, salary, or conditions of service of any person employed by the Council, including matters relating to health and safety and equal opportunities. Subject to operational or earmarked budget being available.
- To act for the Council under employment legislation regarding statutory dismissal, discipline, and grievance procedures.
- To appoint a Staffing Sub-Committee (see below for Terms of Reference and Powers).

Staffing Sub-Committee

(Staffing Sub-Committee meetings will be only called for urgent matters e.g., grievance)

Terms of Reference

- The same as listed for the Staffing Committee.

Delegations

- To exercise the powers and duties of the Staffing Committee on any staffing matters considered urgent by the Committee Chair and Clerk.
- Where appropriate, to make recommendations to the Staffing Committee/Full Council regarding staffing matters.

Meetings

Meetings will be convened as and when required. The Committee Chair and Parish Clerk will agree meeting agendas to ensure the above functions are discharged in a timely manner.

The Parish Clerk will normally act as secretary to the meetings (if this is not appropriate, the committee Chair will appoint a Councillor to take on this role).

The Public and Press may not be admitted to part or all of the Staffing Committee meetings as "In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item.

The Standing Orders of the Council will apply to the Committee.

The quorum of the committee will be three.

Membership

The Committee shall have six members, all Councillors of Market Lavington Parish Council – Committee Chair, Chair and Vice-Chair of the Parish Council, Chair of the Old School Committee and Chair of the Highways, Recreation, Amenity & Footpaths Committee. A quorum of three Councillors are needed to be present at each meeting. Meeting members may delegate (with the agreement of the Chair) another Councillor to represent them on a temporary basis (with sufficient notice for the issuing of the agenda).

Appointment of Members

Members of the committee will be appointed yearly at the Annual Parish Council meeting, apart from representatives from the HRAF and OS committees, who will be appointed after the respective committee's first meeting following the Annual Parish Council meeting.

Accountability

The Staffing Committee has been given delegated power by the full Parish Council to act on behalf of the authority in relation to these defined terms of reference only; any matters outside the committee's Terms of Reference shall be made to the full Parish Council as a recommendation.

Review

The Staffing Committee's terms of reference are to be reviewed annually after first approved.

Date of meeting at which document reviewed and any amendment to document approved	Details of amendment

Date of next review: April 2026