



## **Staffing Panel Terms of Reference**

### **Remit**

The Panel is responsible for the employment and welfare of all employees

### **Appointment of members**

The Panel will comprise of four members appointed annually at the Annual Council Meeting, with a quorum of three.

### **Chairman**

The Chairman is to be elected annually at the first meeting, before proceeding to any other business. The office shall be held for one year.

### **Voting**

Only members appointed to the Panel may vote and participate at the meeting. In the case of an equal vote the Chairman of the Panel shall have a second or casting vote.

### **Meetings**

- a) To meet as required to support the remit and scope of the Staffing Panel.
- b) Report from meetings will be submitted to the Full Council for consideration and further decisions, as necessary, to facilitate the Panel to fulfill its function.
- c) The Staffing Panel may meet for a maximum of 2 hours, with any unfinished business being taken at the beginning of the next meeting. In exceptional circumstances the meeting may be extended with a vote taken by Members
- d) The Panel will operate using the Council's standing orders.
- e) The Proper Officer of the Full Council will be responsible for issuing of the agenda and minutes of the Panel meetings unless it is not appropriate and the Staffing Panel will agree a member of the panel to prepare all administration.
- f) Agendas for the Staffing Panel meetings are to be published on the Council website, giving at least three clear days' notice wherever possible.
- g) At the first meeting of the Staffing Panel the first agenda item will be the appointment of the Chairman for the Panel, followed by the second item to appoint a Vice Chairman, should the Panel feel this position is required.
- h) All minutes shall be open for inspection by a Member of the Parish Council, if appropriate.
- i) The Public and Press may not be admitted to these meetings as "In accordance with 1(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".

### **Specific Delegated Powers**

The Panel will:-

- a) Be responsible for staff recruitment.
- b) Confirm individual contracts and all terms and conditions.

- c) Make arrangements for regular objective review of the Clerk's performance and take necessary action thereon following agreement of the Full Council.
- d) Decide upon annual salary awards and present to Full Council for consideration.
- e) Appoint a member of the Panel to seek advice for the Panel in the event of a dispute between the Council and the Clerk.
- f) Consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon following agreement of the Full Council.
- g) 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 Panel, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting.
- h) Consider recommendations from the Appeal Panel and take necessary actions thereon.
- i) To review staffing structures and levels and make recommendations to the Council.
- j) To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Clerk/RFO performance
- k) To review staff salaries and terms of conditions and make recommendations to Council.
- l) To appoint, from its membership, a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include at least three members in the case of appointment plus the Clerk.

Adopted: 7<sup>th</sup> February 2022

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