

# BEYTON PARISH COUNCIL

## STAFFING COMMITTEE TERMS OF REFERENCE

Document Control		
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1. The members of the staffing committee will be elected annually at the Annual meeting of the Parish Council.
2. The committee will elect a Chairman at its first meeting after the Annual meeting of the Parish Council.
3. The staffing committee shall consist of not less than three Parish Councillors to include the Chairman and Vice-Chairman of the Council.
4. The quorum of the committee shall be three.
5. The committee will be responsible for the following employment issues:
  - a. To consider terms of employment, job description, pension and salary scale for any employed post to Beyton Parish Council and present a final draft to the Council for consideration and approval, taking as its basis the nationally agreed terms and conditions and contracts of employment produced by the National Association of Local Councils (NALC).
  - b. To advertise, select and interview any person(s) considered for employment by the Council and to make a recommendation as to the suitability of the applicant(s) to the Council based on the interviews conducted.
  - c. To arrange and carry out an annual appraisal for each employee no later than December each year. A recommendation based on this appraisal will be made to the Council with regard to any pending annual increment for the next financial year.
  - d. To consider any amendments to the Contract of Employment and Job Description as put forward by either the Council or the Employee or any professional body (NALC, SLCC etc) and recommend to the Council any action necessary.
  - e. To investigate any complaint relating to the employee of the Council and take any action and report to the Council, taking into account the need to preserve the principle of natural justice and to be mindful of the Employment Act 2002 – Dispute Resolution procedures.
6. If a member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then the member shall declare such an interest as soon as it become apparent,

disclosing the nature and extent of the interest as required. If a member has declared an interest and then considers the interest to be prejudicial, the member must withdraw from the room during consideration of the agenda item to which the interest relates.

7. Meetings will be held on an as and when needed basis. The Clerk will be in attendance to minute the meetings.
8. The Staffing Committee meeting will last for no longer than one hour with any unfinished business being carried forward to the next meeting of the Committee unless by resolution of Members present to continue discussing business.
9. To hold a minimum of one meeting per year.