

## **South Lenches Parish Council Staffing Committee.**

**Adopted May 12<sup>th</sup> 2014**

**Review and adopted 13th July 2020.**

### **1. General**

a) The Staffing Committee will consist of at least three councillors appointed by Council. The Council's Vice-Chairman will not be a member of this committee and the Council's Chairman will not Chair this committee.

b) **Quorum:** Three members will constitute the minimum number required for a meeting to proceed.

c) The committee will be mindful of:

i. The legal framework for and good practice in employment matters.

ii. 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.

iii. The nationally negotiated model contract and terms and conditions for the employment of the clerk to the council.

iv. The CALC model member-officer protocol.

v. The Clerk is the line manager for all other staff.

vi. The committee will meet once per year between October and November at a time to be agreed between the members. All meetings of the Staffing Committee will be open to the public and clerked but will be closed at some point to the public due to the confidential nature of the matter to be discussed.

### **2. Matters for recommendation to council.**

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

a) Staffing & office requirements.

b) Budget allocation.

c) All policy issues relating to staff.

### **3. Matters for delegation to the Staffing Committee.**

The committee will receive reports from the Clerk and will:

a) Be responsible for staff recruitment.

b) Confirm individual contracts of employment and all terms and conditions.

c) Make arrangements for a regular objective review of the Clerk's performance by the chairman (and vice chairman) of council and take any necessary action.

d) Consider other staff reviews undertaken by the Clerk and take any necessary action.

e) Decide upon annual salary awards.

f) Consider matters arising from the application of the council's disciplinary and grievance procedures and take all necessary action.

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 Committee, and appoint the Chairman of the appeals panel who will initiate an appeals panel meeting.

- h) If a grievance has been raised against a council member, that member will be excluded from membership of both the Staffing Committee and the Appeals Panel.
- i) Consider recommendations from the appeal panel and take any necessary actions.
- j) Review all policy issues relating to staff every 2 years.

**Reminder to Staffing Committee members:**

- The legal framework that exists for good practice in employment matters
- The confidential nature of employer / employee matters and that items for consideration may require the committee to resolve to exclude the press and public from the meeting
- The Member-Officer Protocol.