

## **STAFFING COMMITTEE TERMS OF REFERENCE**

- The staffing committee is a sub committee of Easton on the Hill Parish Council
- Its purpose is to consider and make recommendations to full Council on all staffing matters relating to the Clerk

### **Membership**

The Committee will consist of 4 elected members of Easton on the Hill Parish Council. The Clerk need not attend meetings if the committee designates a minute taker, but should be kept informed.

### **Appointment of members**

Members will be elected at the annual meeting in May or thereafter if agreed. Casual vacancies shall be filled as necessary.

### **Frequency of meetings**

The Committee shall meet as often as required, to be decided by request of full Council, the Clerk or the Committee. The quorum at each meeting shall be 3 members.

### **Record of meetings**

The Committee will ensure that an agreed, written record of the meetings is forwarded to the Clerk for inclusion at the next full Council meeting. The meetings will be closed sessions.

### **Responsibilities**

- To decide on the arrangements for the appointment and appraisal of the Clerk, including reviewing and updating contracts.
- To review and update where necessary the contract of employment and job description for the Clerk.
- To discuss and agree the process for any new appointment, including job description, shortlisting criteria and interview dates. Normally all correspondence with candidates and referees will be by the Clerk but in the Clerk's absence this should be a member of the committee appointed to that role by full Council.
- To recommend to full Council, after interview and due consideration, suitable candidates for appointment. Decision on appointment is made by full Council.
- To carry out annual staff appraisals and report to the next full Council meeting if there are any issues or otherwise.
- To consider remuneration levels for the Clerk in accordance with their terms and conditions of employment and NALC pay review agreements. To make recommendations to full Council for approval of pay changes.
- To confirm and make a recommendation to full Council on the appointment of the Clerk following satisfactory completion of the initial probation period after appointment.
- To deal with any matters that are raised under Easton on the Hill's personnel policies and any relevant national legislation such as grievance, sickness absence, disciplinary, health and safety or other staff related issue.