



STAFF COMMITTEE

Terms of Reference

Purpose of the Staff Committee: This Committee is appointed to make decisions on all staffing matters subject to budget and expenditure limits decided by Goostrey Parish Council.

1. These Terms of Reference should be read in conjunction with Goostrey Parish Council's Standing Orders and Financial Regulations.
2. The Committee will appoint a Chairman at the first meeting following the Annual Meeting of the Council each year. A Chairman shall normally serve no more than four consecutive years. In the event of the Chairman's absence the members of the Committee present will appoint a Chairman, at the beginning of the meeting.
3. The Committee will consist of a minimum of four councillors. A quorum of three members is required for each meeting. It will meet as required and will report to the Full Council Meeting following each of its meetings.
4. The committee will:
 - a) Establish and keep under review the staffing structure in consultation with the Parish Council.
 - b) Draft, implement, review, monitor and revise policies for staff.
 - c) Establish and review staff salary pay scales for all categories of staff and be responsible for their administration and review.
 - d) Oversee the recruitment and appointment of staff.
 - e) Arrange execution of new employment contracts and changes to contracts.
 - f) Review and revise employment contracts in consultation with staff and in compliance with legislation and, as appropriate, to recommend any changes to the Parish Council.
 - g) Monitor staff job descriptions and ensure they reflect the requirement of the role.
 - h) Establish and review performance management (including annual appraisals) and staff training.
 - i) Monitor staff working conditions and Health and Safety matters.
 - j) Monitor and address regular or sustained staff absence.
 - k) Make recommendations on staffing related expenditure to the Finance Committee
 - l) Consider any appeal against a decision in respect of pay.
 - m) Consider a grievance or disciplinary matter (and any appeal).
 - n) Oversee any process leading to dismissal of staff (including redundancy)
 - o) Supervise and performance manage the Clerk's work, administer leave requests, record and monitor absences and handle grievance and disciplinary matters. At least two members of the committee will be nominated to carry out the Clerk's appraisal.
5. These Terms of Reference will be reviewed annually.

APPROVAL

05.24.7

REVIEW DUE

May 2025