



# GORING-ON-THAMES PARISH COUNCIL

## Staffing Committee TERMS OF REFERENCE

### 1. Remit

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

### 2. Frequency of Meetings

To meet as required to support the remit and scope of the Staffing Committee.

### 3. Appointment of members

The Committee will be comprised of four members appointed annually at the Annual Council Meeting, with a quorum of three.

### 4. Chairman

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

### 5. Voting

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

### 6. Minutes

All minutes shall be open for inspection by a Member of the Parish Council, if appropriate.

### 7. Admission of the Public and Press

The Public and Press may not be admitted to these meetings as

“In accordance with s1 (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”.

### 8. Meeting Duration

The Staffing Committee 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

### 9. Specific Delegated Powers

- To review staffing structures and levels and make recommendations to the Council.
- To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Clerk/RFO performance.
- To review staff salaries and terms of conditions and make recommendations to Council.
- To appoint, from its membership, a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include all four members in the case of appointment plus the Clerk.
- To appoint members to act as a disciplinary panel as set out in the Green Book and as an appeals panel in the case of any appeal against disciplinary action.



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- To appoint members to hear any formal grievance.
- To review health and safety at work for all Council employees.
- To review all Council policies that relate to staff employment on an annual basis.
- To ensure the Council complies with all legislative requirements relating to the employment of staff.

### **10. Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 15<sup>th</sup> May 2023, it shall be reviewed periodically, at least once per council term, nominally 4 years.

Signed:

Dated: 15<sup>th</sup> May 2023

\_\_\_\_\_, Chair of the Council