

Staffing Committee Terms of Reference 2022 (draft)

1. Objective

The Staffing Committee has been appointed to oversee and implement the council's obligation as an employer under Its Standing Orders, relevant legislation and best practice.

2. Membership

Membership shall consist of a minimum of three Councillors agreed at the first meeting of the council each year. The Chairman and Vice Chairman of the Parish Council act in an ex-officio capacity.

The Chairman and Vice Chairman of the committee shall be elected, annually, at the first meeting of the committee.

A quorum shall consist of three members.

3. Areas of Responsibility

The Staffing Committee has the delegated authority from Wheatley Parish Council:

- To ensure that the council carries out its obligations as an employer
- To regularly review the council's employment practices, policies and contracts
- To consider, approve or make recommendations to the parish council for appointment of employees or contractors
- To consider and make recommendations to the parish council for learning and development budgets in line with financial regulations
- To review Clerk's performance on an annual basis and have an overview of the performance of all other employees
- To oversee and review the performance on the Newsletter editor

4. Meetings

Staffing Committee meetings are to be convened as per Local Government Act 1972.

Where confidential items are to be discussed, the committee may resolve to exclude the public, in line with the Local Government Act 1972

The Clerk/Assistant Clerk, or other nominated member of the committee will record the decisions made at the meeting. Minutes will be circulated as soon as possible and made available to councillors and the public.

Meetings will take place at least three times a year, on dates to be agreed amongst committee members.

Meetings will normally take place in the Parish Office, unless otherwise communicated.

5. Review

These terms of reference are to be reviewed annually