

COLNEY HEATH PARISH COUNCIL

- ✉ Address: Highfield Park Visitor Centre, Hill End Lane AL4 0RA
- ☎ Telephone: (01727) 825 314
- 💻 Website: <https://colneyheathparishcouncil.gov.uk>
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CHPC STAFFING COMMITTEE 2023/24

TERMS OF REFERENCE

1. Introduction

- 1.1. The aim of the Committee is to develop strategy and policy in all matters relating to human resources and to take employment related decisions on behalf of the Council where directed.
- 1.2. The Committee shall provide effective and professional staff management in all matters relating to the employees of the Council and to help ensure that the Council is exercising an adequate duty of care for all of its employees.
- 1.3. The Staffing Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside the Staffing Committee's terms of reference shall be made to the Full Council.
- 1.4. The Staffing Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

- 1.1 The Staffing Committee shall consist of three Parish Councillors to be elected every four years at the Annual Meeting of the Parish Council held immediately after an ordinary election. The Chairman shall not be elected as a member of this committee.
- 1.2 When making appointments to the Staffing Committee consideration shall be given as to a Member's previous experience or skills in relation to the scope of this Committee.
- 2.3 Three members of the Committee shall constitute a quorum.
- 2.4 Members of the Staffing Committee shall not be members of the Appeals Committee.
- 2.5 The Chair will be elected annually at the Annual Meeting of the Parish Council and shall hold office until the next Annual Council Meeting.
- 2.6 In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Staffing Committee will be filled at the next meeting of the Full Council.
- 2.7 Substitutions are not permitted in the event of a Member's absence from a meeting of the Staffing Committee.

3. Meetings

- 3.1 The Parish Clerk will call Staffing Committee meetings as and when necessary.
- 3.2 Members will be summoned to attend meetings
- 3.3 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.

- 3.4 The first item of business on the agenda of a Staffing Committee meeting will make provision for the resolution, as necessary, to exclude members of the public under the Public Bodies (Admission to Meetings) Act 1960.

4. Documentation

- 4.1 Minutes of all meetings will be recorded by the Parish Clerk and circulated for approval at Full Council meetings, redacted as necessary.
- 4.2 Reports, documents and correspondence relating to this Committee shall remain confidential within the Committee.
- 4.3 All correspondence shall be conducted through the Parish Clerk.

5. Scope

- 5.1 The Staffing Committee to have full delegated powers to consider and take decisions on the Council's staffing levels and requirements.
- 5.2 The Staffing Committee to have full delegated powers for the recruitment and selection of all staff, with the exception of the post of Parish Clerk/RFO.
- 5.3 The Committee will follow the provisions of the council's recruitment policy.
- 5.4 Applicants will be short-listed by the Staffing Committee and Parish Clerk. Successful short-listed applicants to be interviewed by the Chair of the Staffing Committee and the Parish Clerk, who will submit a recommendation to the Staffing Committee to ratify the appointment of a new member of Staff.
- 5.5 The Staffing Committee will have delegated powers to recruit and short list applicants for the post of Parish Clerk/RFO. The successful short-listed applicants to be interviewed by the panel of members of the Staffing Committee. A recommendation from the Staffing Committee will be submitted to Full Council to ratify the appointment of a new Parish Clerk/RFO.
- 5.6 The Staffing Committee to have delegated powers to review job descriptions, person specifications, staff establishment (including promotion and re-grading) and to approve contracts of employment.
- 5.7 The Staffing Committee to have delegated powers to consider and implement pay awards, increments and payroll changes.
- 5.8 The Staffing Committee to have delegated powers to consider and implement any changes, which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC "Green Book") and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).
- 5.9 The Staffing Committee to have delegated powers to review the Staff Handbook.
- 5.10 The Staffing Committee to have delegated powers to administer the first stages of the Council's Disciplinary and Grievance Procedures. Second stage

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Disciplinary and Grievance appeals will be heard by the Council's Appeals Committee.

- 5.11 The Staffing Committee reserves the right to refer any decision back to Full Council for consideration as and when necessary.

6. Review

- 6.1 The Staffing Committee's Terms of Reference are to be reviewed annually at the Annual Meeting of Colney Heath Parish Council.

