



## **Thurlaston Parish Council**

# **Staffing Subcommittee Terms of Reference**

May 2021

<b>Version</b>	<b>Author</b>	<b>Date</b>	<b>Review date</b>
v1	Stephen Lewington	May 2021	Sep 2024

## **1. Membership**

The Staffing Subcommittee (SSC) shall consist of three councillors, with a quorum being presence of two members.

The Chairman of Thurlaston Parish Council shall automatically be a member of the SSC unless specifically excluded. The Chairman and Vice Chairman of the SSC will be appointed each year at the Thurlaston Parish Council AGM. All members shall comply with the Code of Conduct and the Council's Standing Orders.

## **2. Meetings**

The SSC shall meet a minimum of twice a year, with additional meetings scheduled as and when necessary.

Meetings will be in private rather than in public due to the confidential nature of business.

## **3. Confidentiality**

All members must preserve confidentiality of all individual staffing matters pertaining to the business of the SSC.

## **4. Delegated Powers**

The SSC will hold delegated powers to deal with all personnel, employment and recruitment issues with reports and recommendations made to Thurlaston Parish Council as necessary. In cases of emergency that will not wait until the next Thurlaston Parish Council meeting, the SSC will have full powers to act on behalf of Thurlaston Parish Council.

## **5. Responsibilities**

The SSC's primary purpose is to ensure Thurlaston Parish Council complies with the requirements of employment laws and follows best practice in providing good working conditions for staff.

The Chairman of the SSC will provide line-manager function for the Clerk, including responsibility for day-to-day matters, such as authorisation of holiday, sick leave and absence from work.

The SSC will:

1. Advise Thurlaston Parish Council on human resources matters;
2. Review and appraise the performance of employees annually;
3. Consider the annual pay awards for all employed by the council;
4. Meet to discuss the staffing budget requirements each year which will then be considered; by the Parish Councillors during the budget setting process;
5. Carry out initial personnel investigations and request relevant supporting documents and evidence when and where appropriate;
6. Deal with any staff disciplinary matter in accordance with good practice;
7. Deal with any staff grievance in accordance with good practice;
8. Review all employment policies and procedures periodically.