



# **CROWTHORNE PARISH COUNCIL**

## **TERMS OF REFERENCE FOR THE STAFFING COMMITTEE**

**Adopted by Council – December 2013**

1. The Committee has responsibility for ensuring the Council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety.
2. The Committee is constituted of 6 members of the Parish Council to include the Chairman and Vice Chairman.
3. Committee meetings to be convened as and when required.
4. The Committee has delegated authority to consider issues, make enquiries and responses on behalf of Crowthorne Parish Council and resolve matters in respect of the areas for which it has responsibility, to include:
  - Staff recruitment and employment
  - Appraisals
  - Disciplinary or Grievance hearings
  - Pay increases
  - Job descriptions
  - Person specifications
  - Policies, training for councillors and staff and other terms and conditions where appropriate.
5. Where a hearing panel is required for a disciplinary or grievance proceeding, this should be formed from the membership of the Staffing Committee in line with the Fair Treatment Policy and Grievance and Disciplinary Procedures.
6. Annual staff appraisals will be undertaken at which the Clerk and 2 members of the Staffing Committee will be present. The Clerk's appraisal will be conducted by 2 nominated members of the Committee.

7. Three members of the Committee shall constitute a quorum.
8. In the event of an inquorate meeting, the Chairman will rearrange the meeting OR for matters requiring urgent attention refer them for consideration by the Full Council.
9. The minutes of the Committee meetings shall be presented to the next meeting of Full Council for information purposes and recording within the Council minutes.