

# LUXULYAN PARISH COUNCIL

Clerk to the Council: Mrs C Wilson

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## Staffing Committee – Terms of Reference

### 1. MEMBERSHIP

- 1.1. Must consist of five Councillors. Non-parish-councillors may not be members.
- 1.2. Membership of the Committee is established at the Annual Parish Council Meeting or at a full Council meeting. Vacancies are filled by full council.
- 1.3. The Chairman of the Committee shall be appointed at the Annual Parish Council Meeting by full council. The Chairman of the Council may not be the Chairman of the Committee.

### 2. QUORUM

- 2.1. A quorum will be three members.

### 3. MEETINGS:

- 3.1. The Committee will meet once per year in September, and as and when necessary. Meetings will be in private rather than in public due to the confidential nature of business.
- 3.2. The Clerk will be responsible for posting the Agenda, arranging the recording of the proceedings, and the distribution and posting of the minutes.

### 4. CONFIDENTIALITY

- 4.1. All members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.

### 5. DELEGATED POWERS:

- 5.1. The Committee will have delegated powers to act on behalf of the Council as defined in Section 6 Powers and Responsibilities.
- 5.2. The Committee's powers and responsibilities are agreed by full council in these Terms of Reference.

### 6. POWERS AND RESPONSIBILITIES

- 6.1. **The Committee's primary purpose is to ensure the council complies with the requirements of employment laws and follows best practice in providing good working conditions for staff.**
- 6.2. The Chairman of the Council will provide line-manager function for Clerk, including responsibility for day to day matters, such as authorisation of Clerk holiday, sick leave and absence from work.

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

The Committee will:

- 6.4. Oversee the recruitment process of the Clerk and other employees and to make recommendations to full council regarding the appointment or termination of employees.
- 6.5. Review and appraise the performance of employees annually.
- 6.6. Advise full Council on issues of staff pay and conditions.
- 6.7. Deal with any staff disciplinary matter in accordance with the Council's Disciplinary Procedure.
- 6.8. Deal with any staff grievance in accordance with the Council's Grievance Procedure.
- 6.9. Review all employment policies and procedures periodically, including the Grievance and Disciplinary Procedures.

Approved by Luxulyan Parish Council at a full council.

Date: 13 December 2018

Minute: 18/129.D

Signed: