



Winterbourne

PARISH COUNCIL

STAFFING COMMITTEE TERMS OF REFERENCE

The Staffing Committee has been set up to deal with staffing and HR matters. It is constituted as a Committee of Winterbourne Parish Council.

Meeting

- The Committee shall consist of 5 members. The Chairman and Vice Chairman of the Council are ex-officio members of the Committee and have full voting rights. A quorum will consist of 3 members.
- Membership shall be agreed and approved by annually at the Annual Parish Meeting. The quorum of the Committee will be 3 members. In case of an equal vote the Chair of the Committee shall have a second or casting vote.
- If a member has a personal interest as defined in the Code of Conduct adopted by the Parish Council, it must be declared and they must withdraw from the room during consideration of the agenda item to which the interest relates.
- The Chairman and Vice Charman of the Committee will be elected by the Committee at their first meeting after the Annual Council Meeting each year.
- The Committee will meet as required and may be convened at short notice to consider urgent staffing matter. As laid out in Winterbourne Parish Council's Standing Orders, 3 clear days' notice will be given.
- Terms of reference of the Staffing Committee shall be reviewed annually.
- Minutes of the Committee will be circulated to all members of the Council and signed by the Chairman of the Staffing Committee at its next meeting.

Delegated Powers

The Committee will have the following delegated powers.

- To appoint from its membership a recruitment panel when necessary. Conduct interviews and agree appointments to the Council in conjunction with the Clerk's recommendations.

- In cases of emergency that will not wait until the next council meeting, the committee will have full powers to act on behalf of the council.
- To agree and review contracts of employment, job descriptions, salaries and terms of conditions to be recommended to Council.
- To establish a panel for hearings and appeal hearings when required of at least 3 members.
- To ensure the Council complies with all legislative requirements relating to the employment of staff.

Admission of Public and Press

The Public and Press shall be excluded from Staffing Committee meetings in accordance with s1(2) of the Public Bodies (Admission to Meeting) Act 1960 'due to the consideration of items of a confidential nature and where disclosure of information may lead to identification of individuals and therefore breach the first data protection principal' (fair, transparent and lawful processing): in such cases s40 (2) of the FOI Act 2000 would apply.

Agreed by Council: 06.11.2023
To be reviewed: 01.05.2024