

**WHELDRAKE PARISH COUNCIL
STAFFING COMMITTEE – TERMS OF REFERENCE (DRAFT)**

Membership

Five Councillors, excluding any Councillor who may have been involved in the matter prior to the committee stage. Actual make up to be arranged by the Clerk when the meeting is required

Chair of the Council shall automatically be a member of the Committee unless otherwise excluded

Chair (and Vice-Chair) of the Committee will be appointed at the Annual Parish Council Meeting by a simple majority

All members shall comply with the Code of Conduct and Council's Standing Orders

Quorum

Three members

Meetings

As and when required, but generally once a year to review the Clerk's progress and salary.

Delegated Powers

Subject to agreement by the full Council, the Committee will hold delegated powers to deal with all personnel, employment and recruitment issues, with reports and recommendations made to the full council as necessary. 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.

Terms of Reference

- To deal with all matters relating to Recruitment of Staff
- To oversee the appraisal process
- To review staff pay annually and job descriptions and contracts as required
- To deal with other staffing issues as they arise including:
 - Any disciplinary matter in accordance with the Council's Disciplinary Procedure
 - Any staff grievance in accordance with the Council's Grievance Procedure
 - Any staff absence in accordance with the Council's Sickness and Absence Policy

- To consider staff retirement issues in accordance with the Council's Retirement Policy
- Report to the full Council that it has met
- A report shall be made to full Council at the final determination of the proceedings
- To deal with any other urgent matters which are not specifically reserved to the Council for decision and are not included in the terms of reference of any other committee
- To review the policies and procedures of Wheldrake Parish Council at least annually and make recommendations to Full Council