



**CHURCH  
LAWTON**  
Parish Council

# **STAFFING COMMITTEE TERMS OF REFERENCE**

**Version 3  
Adopted 23<sup>rd</sup> May 2023**

## **Staffing Committee Terms of Reference.**

### **1) Introduction**

The Staffing Committee is set up as a standing committee to oversee and manage staffing matters for Church Lawton Parish Council. Unless it has delegated authority specified in these Terms of Reference, the committee can only propose recommendations to Full Council as required.

These terms of reference apply to both the Council's roles: as a Parish Council and as a Trustee of Lawton Memorial Hall, since all staff will be employed by Church Lawton Parish Council acting in one capacity or another. The committee members must be careful to ensure that the best interests of the relevant body are considered in its recommendations. The committee must be mindful that recommendations are forwarded to the correct meeting (Council or Trustee).

The Committee was first set up by Church Lawton Parish Council at its Annual Meeting of 9<sup>th</sup> June 2020.

The Committee must always abide with the Council's current approved Standing Orders and Financial Regulations and any other relevant policies.

The membership of the Committee for each Council year and a review of the Terms of Reference will be agreed at each Annual Meeting of the Full Council.

### **2) Membership**

The Committee will consist of three Councillors with a quorum for a meeting being three. The membership and chair will be selected at the Annual Meeting each year. The chair will not be the same person as the chair of the Council.

If a meeting is absolutely necessary and a member of the committee is unavailable, the Clerk, ~~Chair of Staffing and Chair of the Council~~ and either the chair of staffing or the chair of the Council (and preferably both) will together agree and nominate a substitute.

The Committee can only consist of Members of Church Lawton Parish Council.

### **3) Aim and Remit of the Staffing Committee**

- a) To act, on behalf of the Council, as the line manager of the Clerk/RFO including in respect of performance management, training needs and pay.
- b) To deal with disputes relating to employees, both grievance and disciplinary, on behalf of the Council.
- c) To manage recruitment of a clerk/RFO, should this become necessary, including consideration of applications and interviews.
- d) In conjunction with the Clerk, to manage the recruitment of any other member of staff for either the Parish Council or Lawton Memorial Hall, should this become necessary, including consideration of applications and interviews. (However, the

clerk and not the committee would be the first line manager of any other staff recruited.)

- e) Taking advice and recommendations from the Clerk, to assess working hours and staffing requirements on an on-going basis such that recommendations can be made to a Full Council meeting or to a Trustee Meeting
- f) Working in conjunction with the Clerk, to ensure that the following are prepared and maintained:
  - i) Employment contracts
  - ii) Employment policies
  - iii) Job descriptions
  - iv) Person specifications
  - v) Health and Safety Policy relating to employees.

*Notes –*

- i) The Clerk of the Council is the first officer and is not to be supervised on a day to day basis and must have a degree of independence to fulfil their duties.*
- ii) No individual councillor can instruct the Clerk, not even the chair of the Council or the chair of the Staffing Committee. The Clerk is instructed by the co-ordinate body or its delegated committees.*

## **2) Delegated Powers of the Committee**

The Committee will have delegated power to act for the Council in managing employees except for the following:

- a) The final choice of appointment of a new Clerk, RFO or any other staff must be approved by the Council **or Trustee as applicable.**
- b) The decision to suspend or terminate the contract of an employee must be approved by Council **or Trustee as applicable.**
- c) Decisions relating to an employee's pay falling outside the agreed budget **for either body** must be approved by Council **or Trustee as applicable.**
- d) Policies should be approved by the Council **and/or Trustee as applicable** upon recommendation from the Committee **and such policies should be clear which body they apply to.**

**Note that a Council and its Committees CANNOT delegate any decision making to individual councillors or groups of councillors such as a working party.**

### 3) Meetings of the Committee

- a) The Committee should meet at least three times a year and otherwise as required. Agreed dates of meetings should be published in the Council's Meeting calendar.
- b) The Clerk of the Council will issue a summons and agenda at least three clear days before each committee meeting. In the event the Clerk is absent and unable to issue the agenda, the agenda and summons will be issued by the chair **as an extraordinary meeting**.
- c) Minutes will be issued in draft form to the following (in the specified order).
  - i) To the Chair for initial comment.
  - ii) After agreement by the chair, to the committee members for comment.
- d) Minutes will be approved at the next meeting of the committee and each page signed by the chair.
- e) The minutes of all the Committee meetings, whether in draft form or approved, will be presented to the next Full Council Meeting and also Trustee Meeting if applicable and any recommendations made by the Committee or decisions made that the Clerk feels should be ratified by Full Council will be an agenda item of that meeting to obtain Full Council or Trustee approval.

Approved at the Full Council Meeting dated:

Minute Reference:

Chair:

Clerk:

Date