

# WIDFORD PARISH COUNCIL

## STAFFING COMMITTEE

### TERMS OF REFERENCE

*Reviewed 1 May 2018*

*Next review due May 2019*

#### **(a) Purpose**

The purpose of the Staffing Committee is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council for ratification.

#### **(b) Membership**

The Committee shall comprise three (3) Councillors. The Committee quorum is three (3) and the Committee shall meet in each Committee cycle and/or as required.

#### **(c) Functions**

The Committee will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for:

- HR strategy
- development and review of HR policies and procedures
- staffing levels and structure
- job descriptions
- staff recruitment and selection
- staff retention
- determining or reviewing staff conditions of service and general terms of employment
- salary grading and pay
- leave entitlements including annual holiday, sickness, statutory entitlements and special leave
- salary reviews
- special conditions relating to a specific post or individual
- allowances, expenses and subsistence
- working hours
- sickness absence management
- trade union membership
- staff performance review/appraisals
- operation of the Council disciplinary, grievance, grading and appeal procedures
- operation and review of the equality and equal opportunities policy as relating to employees
- operation and review of the health and safety policy as relating to employees
- any other matters delegated to the Committee or deemed relevant to these terms of reference.

#### **(d) Confidentiality**

The meetings, findings, recommendations and anything pertaining to this Committee will be confidential and NOT open to or for dissemination to the public.