

01 (d) Staffing Committee – Terms of Reference

Rothley Parish Council agreed to adopt these Staffing Committee Terms of Reference at its meeting on 21/05/2021 under minute ref:21/355

Rothley Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

POWER TO DECIDE: No except as specified under ‘undertakings’ below.

POWER TO ACT: No except as specified under ‘undertakings’ below.

MEMBERSHIP: no less than 4 members of Council

QUORUM: 3

UNDERTAKINGS:

- a) To review and recommend to full Council conditions of service and pay awards being mindful of Rothley Parish Council pay scales
- b) To approve contracts of employment and associated documentation.
- c) To be responsible with the Clerk for staff recruitment for all staff except the Clerk
- d) To make recommendations to full Council regarding the recruitment of the Clerk
- e) To monitor and assess employee performance
- f) To receive and consider annual appraisals for all staff
- g) To act (by delegated smaller group) in relation to disciplinary matters in accordance with Rothley Parish Council Disciplinary and Grievance Procedures
- h) To review policies relating to the areas of the committee’s responsibility and present new and revised policies to full Council for consideration
- i) To assist the Clerk in implementing training and development plans for all staff

Reviewed at the Annual Parish Meeting on 20th May 2019, no amendments made minute ref: 19/22

Reviewed at the Full Council Meeting 17/05/2021 minute ref: 21/355 – no amendments

- j) To agree an appropriate staffing budget for consideration by the Council.
- k) To form any working party which may be required to assist in any area of the Committees work.

Reviewed at the Annual Parish Meeting on 20th May 2019, no amendments made minute ref: 19/22
Reviewed at the Full Council Meeting 17/05/2021 minute ref: 21/355 – no amendments