



Millbrook Parish Council

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Millbrook Parish Council

Staffing Committee

Terms of Reference

The Committee is delegated the following responsibilities:

1. Members

- 1.1 Membership shall consist of five members including the Chair and Vice Chair of the Council who are ex-officio and have voting rights
- 1.2 Membership of the committee is established at the annual meeting of the Council.
The committee shall elect a Chair and Vice Chair for each civic year.
- 1.3 Co-opted members may join the committee during the year if authorised by the Council.
- 1.4 Three members of the committee shall constitute a quorum for meetings

2. Frequency of Meetings

- 2.1 One meeting to be held each year to review all policies that relate to staff employment, staff contracts, job descriptions and training.
- 2.2.1 Additional meetings to be convened by the chair or two committee members when necessary; to deal with grievance or disciplinary matters, recruit to staff vacancies or deal with other emerging staffing issues.

3 Delegated Powers

Personnel and Staffing

- 3.1 To draft and keep under review the staffing structure of the Council and make recommendations to the full Council as appropriate
- 3.2 To keep under review staff work/life balance, working conditions, health and safety and well-being, including the monitoring of absence.
- 3.3 To keep under review all staff contracts of employment, terms and conditions and make recommendations the Council.

- 3.4 To monitor the Council's employment policies and procedures in respect of changes to legislation and make recommendations to Council where appropriate.
- 3.5 To appoint from its membership a recruitment panel when necessary and recommend appointments to the Council. Recruitment panels will normally include 3 members in the case of appointment to the Parish Clerk/RFO or Deputy Clerk posts; two members for all other posts.
- 3.6 To make recommendations on personnel related expenditure to the Council.

4. Performance

- 4.1 To receive and review staff appraisals as undertaken by the Clerk.
- 4.2 To receive and review staff appraisal of the Clerk as undertaken by the Chair of the Council and an additional member of the staffing committee.
- 4.3 To identify training requirements through appraisal and agree staff training programmes

5. Complaints

- 5.1 To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure and take whatever action necessary.
- 5.2 To appoint from its membership three members to act as a disciplinary panel and as the appeals panel in the case of any appeal against disciplinary action taken by the Clerk.
- 5.3 To appoint from its membership three members to hear any formal grievance made by the Clerk and any appeal by other staff against the outcome of a grievance investigation undertaken by the Parish Clerk.

As agreed by Millbrook Parish Council staffing committee on 18th September 2017 and submitted to Full Council Meeting on 19th September 2017.

Reviewed: September 2018