



CROWAN PARISH COUNCIL STAFFING COMMITTEE - TERMS OF REFERENCE

Adopted: 11 MAY 2024

Review Date: 11 MAY 2026

**Crowan
Parish Council**

Authority

The Staffing Committee is appointed by and is solely responsible to Crowan Parish Council. The committee's duties are defined and agreed by the council which may vote at any time to modify these.

Membership

- There will be up to four elected members (voting). Any vacancies arising on the committee shall be filled by the council.
- Members of the committee and its Chair are decided at the Annual Parish Council Meeting (as per Standing Orders).
- Only councillors appointed by the council are entitled to vote, move or second a motion.
- Councillors appointed to the committee must be willing to commit to undertake employment law training as soon as possible after their appointment, and to undertake training updates whenever required/possible.
- A member will not be eligible for nomination to the committee if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by or relating to a member of staff during the previous 12 months.
- Any member of the council not a member of the committee is able to attend meetings but must leave the room whenever the press and public are excluded.

Quorum

All committee meetings must include at least two members.

Frequency of meetings

Scheduled meetings twice a year and ad-hoc meetings as required.

Public Participation

There will be no public participation at the meetings of the committee.

Record of meeting

Written minutes will be taken to record the committee's decisions and will be noted at a following council meeting. If further detailed and confidential minutes are required these will be circulated to committee members only.

Review of terms of reference

The committee may review its Terms of Reference and make recommendations to the council at any time.

Authorised Expenditure

The committee has no budget and cannot commit council funds.

General terms

- The committee exercises powers in accordance with any policy adopted or resolutions made by the Parish Council and be subject to the council's Standing Orders and Financial Regulations.
- Any proposal by the committee which involves a change to policies already approved by the council shall be submitted to the council for approval.
- All members will attend training relevant to the work of the committee as identified and provided by the council.
- All committee activity will be treated in confidence as required by the Data Protection Act 1998 and the Code of Conduct.
- The committee will seek the advice of Cornwall Association of Local Councils and employment specialists whenever required to ensure that it acts lawfully and reasonably.

Delegated powers

- To undertake the recruitment and appointment of the Parish Clerk with any associated expenditure being authorised by council.
- To carry out an annual appraisal of the Clerk, agreeing and monitoring any agreed actions and outcomes.
- To meet with the Clerk when requested by the postholder, required by the council or authorised by these Terms of Reference.
- To consider and resolve issues relating to the Clerk's employment with the council, including but not limited to workload, working hours, place of work, attendance, short- and long-term sickness, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, compassionate leave, and flexible leave.
- To review and implement all employment policies in consultation with the Clerk.
- To ensure that the Clerk is able to carry out the duties of the role competently and efficiently.
- To review and bring to council any proposed changes to the Clerk's job description, person specification and contract of employment, and ensure any such changes are compliant with employment law and in consultation with the Clerk.
- To deal with all matters relating to the conduct of the Clerk.
- To consider and implement any changes which are required to comply with legislation and Terms and Conditions of Service as laid down by the National Joint Council (Green Book) and recommended by the National Association of Local Councils and Society of Local Council Clerks.
- To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure.

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