



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

TUR LANGTON PARISH COUNCIL

STAFFING COMMITTEE

TERMS OF REFERENCE

(a) Purpose

The purpose of the **Staffing Committee** is to oversee the recruitment of a new Clerk and will form the interview panel who are involved throughout the recruitment and then the selection process. retention, sickness absence management and appraisals.

(b) Membership

The Committee shall comprise **3** Councillors. The Committee quorum is three (3) and the Committee shall meet as required.

(c) Functions

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

- job descriptions/person specifications
- overseeing staff recruitment, selection and appointment
- staff vetting
- staff retention
- determining or reviewing staff conditions of service and general terms of employment
- salary grading and pay including annual staff review and other remuneration matters
- leave entitlements including annual holiday, sickness, statutory entitlements and special leave
- special conditions relating to a specific post or individual
- allowances, expenses and subsistence
- working hours
- pension arrangements
- sickness absence management
- trade union membership recognition
- staff performance review/appraisals
- operation of the Council disciplinary, grievance, capability, grading and appeal procedures and equal opportunities policy
- health, safety and welfare of staff
- any other matters delegated to the Committee or deemed relevant to these terms of reference.

(d) Confidentiality

Parts of the meetings of this Committee will be confidential to the members of the press and the public excluded where appropriate.