

## **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.