

## **GLEN PARVA PARISH COUNCIL**

### **STAFFING COMMITTEE**

#### **TERMS OF REFERENCE**

##### **MEMBERSHIP**

- Any three from five Councillors, excluding any Councillor who may have been involved in the matter prior to the Committee stage. Actual make up to be arranged by the Parish Council Manager when meeting is required.
- Chairman and Vice Chairman of the Council shall automatically be members of the Committee, unless otherwise excluded.
- Chairman and Vice Chairman of the Committee will be appointed at the first Committee meeting after the Annual Parish Council meeting.
- All members shall comply with the Code of Conduct and Council's Standing Orders.

##### **QUORUM**

- A quorum will be three members.

##### **MEETINGS**

- The Committee shall meet as and when required.

#### **TERMS OF REFERENCE**

- To deal with any staff disciplinary matter in accordance with the Council's Disciplinary Procedure.
- To deal with any staff grievance in accordance with the Council's Grievance Procedure.
- To deal with any staff absence in accordance with the Council's Sickness & Absence Policy.
- Consider staff retirement issues in accordance with the Council's Retirement Policy.
- To oversee the appointment and recruitment process of Council employees.
- To consider pay awards, staff appraisals and other human resource matters.
- Report to the full Council that it has met.
- A report shall be made to full Council at the final determination of the proceedings.

JS

June 2014