

Staffing Committee

DRAFT TERMS OF REFERENCE (November 2012)

1. The Staffing Committee is constituted as a Standing Committee of Great Ashby Community Council. The Committee shall consist of a minimum of 4 Councillors plus a Chair. The Committee shall have the power to co-opt members of the community to act in an advisory capacity or if they have relevant specialist knowledge e.g. HR adviser, Employment Lawyer, recruitment experience. Co-option of members should be ratified at a full council meeting. Co-opted members will not have voting rights.
2. Meetings require attendance of 3 members to be quorate.
3. The Chair to be elected annually by the committee at the first meeting after the Council's Annual Meeting.
4. Minutes of all meetings of the Staffing Committee shall be kept. The clerk will take the Minutes if appropriate and will provide members with a copy by email following each and every meeting. Minutes will be circulated to next full Council meeting.
5. All staffing matters are confidential to members of the Staffing Committee or Appeals panel, if appropriate.
6. The Staffing Committee is responsible for:
 - Recruitment to posts as required by the Community Council i.e. Clerk, RFO and other staff as required
 - Annual staff appraisal and development
 - Review of staff contracts, grievance and discipline policies every two years
 - Review of staff and accommodation requirements
 - Management of rights relating to leave, time off and illness
 - To ensure health and safety of all staff
 - To keep up to date with developments in employment law
 - To serve as the disciplinary or grievance panel
 - To agree the members to sit on an appeals panel to hear appeals against a decision on a grievance
7. All meetings of the Staffing Committee will exclude press and public under Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted.
8. The Staffing Committee will meet as and when required with a minimum notice of three days.
9. The Committee will attend any training opportunities where available.