West Horsley Parish Council

Appendix 11
STAFF COMMITTEE - TERMS OF REFERENCE

The Parish Council is an employer. As such it must adhere to employment law and have agreed policies and procedures covering both employee and employer. Whilst its policies and procedures must be determined in full Council in public matters associated with individual employee(s) will be reserved to closed session. The Council's approach, knowledge & behaviour should aim for it to be an "employer of choice".

Objective

The Committee is to manage its employee(s) on behalf of the Council. It is to ensure that modern employment practices are observed, and that employee(s) have a point of reference for guidance and support.

Membership

West Horsley Parish Council's Standing Orders refer to the membership and business of Committees. In accordance with those Standing Orders this Committee has three members with the Council Chairman as Ex Officio; three members must be present for the meeting to be quorate.

Responsibilities

The WHPC Staffing Committee will:

1) agree the job description for all employee(s) and the consequent contract(s) of employment
2) determine an appraisal system for the assessment of performance against objectives for the Clerk and for the Clerk to apply for subordinate staff if appropriate. The Clerk to do likewise for the Deputy Clerk or any other employees
3) undertake a mid-year and annual performance review of the Clerk against agreed objectives for that period and subsequently setting objectives for the following year
4) recommend to the full Council on the award or otherwise of discretionary salary increments based on performance
5) review policies and procedures e.g. disciplinary, grievance, lone working, health & safety, complaints recommending such revisions as may be pertinent to full Council for approval
6) ensure there is an annual staff development programme for all staff members such that they may enhance their skills to the benefit of the Council and themselves
7) ensure that appropriate training is available & undertaken to ensure staff remain up to date with new guidance so that the Council is currently updated with the latest guidance / laws
8) consider appropriate arrangements for succession planning in the event of staff turnover for recommendation to the Council

Review

These terms of reference will be reviewed on an annual basis by the Council.

Date of adoption:

Date for next review: