

FOVANT PARISH COUNCIL

Staffing Committee

Terms of Reference

The Staffing Committee shall establish and keep under review the council's staff and staffing structure in consultation with the Parish council. It will consist of three councillors, all three are required to provide a quorum, the committee will be chaired by the council's deputy chair.

The committee will draft, review, monitor and revise the council's policies for employees. It will establish and review employees' salaries in relation to the applicable local government pay scales.

The committee will keep under review the job description for the Parish clerk to ensure that it reflects the requirements of the role. It will undertake the recruitment and appointment of employees and be responsible for both the execution and also the review of employment contracts to ensure that they comply with all appropriate legislation.

The committee will oversee the management of employees and be responsible for establishing and operating annual performance reviews. It will also identify and agree any employee training required to help with improving employee performance.

The committee will ensure that employees' working conditions are satisfactory and are compliant with Health and Safety at work legislation. It will be responsible for monitoring and approving any employee related expenditure – for example, for office supplies. Exceptionally, the committee may recommend to the council overtime payments to an employee where work additional to normal responsibilities has proved necessary.

The committee will, in the case of any grievance or disciplinary matter, resolve the issue in accordance with the council's Disciplinary and Grievance Policy. This policy shall at all times be administered with reference to the procedures and recommendations provided by the Government's Advisory Conciliation and Arbitration Service (ACAS). This will include any process leading to the dismissal of an employee, including redundancy.