



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

UNIT 2

Recruitment Manual – step by step guide

STAFFING - COMMITTEE TERMS OF REFERENCE

2.1 Why have a Staffing Committee?

It is good practice to have a suitable governance structure in place to develop general human resources policy matters (for recommendation and approval by the full Council) and to handle individual staffing issues which are beyond the normal delegated management responsibility of the Clerk to the Council.

There are many positives that this approach brings including maintaining independence in cases of disciplinary action or a grievance being made. The Council may set up a sub-committee after an investigation has been undertaken and a disciplinary hearing is required and another to act as an appeal body for staff appeals against disciplinary or grievance decisions.

The Committee can also be the vehicle by which the Council's recruitment and selection policy and processes can be managed and overseen particularly for the appointment to a Clerk's vacancy.

2.2 Specimen Terms of Reference

It is clearly for your Council to consider and agree appropriate terms of reference for a Staffing Committee or Sub-committee but the following specimen draft terms of reference is enclosed at **Appendix 2 (a)** for your consideration and amendment to suit your Council's structure and circumstances.

Whilst the term Staffing Committee or Sub-committee is used in the attached example other titles such as Personnel or Human Resources Committee may be preferred.

2.3 Further Help

If you require training, help or any other assistance with your recruitment and selection processes or have any questions on anything in the Recruitment Manual please email your county association.

Updated November 2022

STOKE ST MARY PARISH COUNCIL

STAFFING COMMITTEE

TERMS OF REFERENCE

(a) Purpose

The purpose of the **Staffing Committee** is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council for ratification.

(b) Membership

The **Committee** shall comprise 3 Councillors. The **Committee** quorum is **three (3)** and the **Committee** shall meet **in each Committee cycle or as required**.

(c) Functions

The **Committee** will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for:-

- developing HR strategy
- developing and reviewing of HR policies and procedures
- staffing levels and structure
- 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) Specific Sub-committees or Panels

Smaller and specifically focussed Sub-committees should be set up to deal with confidential personnel matters such as capability, discipline or grievances as provided for in the relevant Council procedures.

A Recruitment and Selection Panel should also be set up for example to appoint a Clerk comprising of the interview panel (of perhaps three Councillors and a professional adviser if required) who are involved throughout the recruitment and then the selection process.

(e) Confidentiality

Parts of the meetings of this **Committee** will be confidential to the members of the HR Committee with the press and the public excluded where appropriate.