

HR/ Staffing committee terms of reference

The staffing committee is a committee within Pointon & Sempringham Parish Council.

Membership

The committee shall consist of three members of Pointon & Sempringham Parish Council, as agreed and minuted each year at the Annual Parish Council Meeting. The Clerk need not attend meetings if the committee designates a specific member as minute-taker, but should be kept informed.

Appointment of Staffing Committee

Pointon & Sempringham Parish Council shall at their Annual Parish Council Meeting in May determine the members of the committee.

Casual Vacancies

Pointon & Sempringham Parish Council from among their members shall fill casual vacancies occurring in membership of the committee.

Frequency of Meetings

The committee shall meet as often as required, meeting frequency to be decided by request of full Council, the Clerk or the committee. A quorum at each meeting shall be 3 members.

Record of Meetings

The committee shall ensure that an agreed written record of each of their meetings is forwarded to Pointon & Sempringham Parish Council for the next normal meeting.

Attendance

It is expected that all members of the committee attend all meetings.

Functions of the Committee

- To decide upon the arrangements for the appointment and appraisal of staff, including reviewing and updating contracts.
- To review and update where necessary the contract of employment and job description for any staff role, prior to any new appointment, and at least one every five years even if there is no new appointment required.
- To oversee the recruitment of any new appointment, (with the Clerk where appropriate), including job description, person specification, advertising, shortlisting and interviewing. Normally all correspondence with candidates and referees should be by the Clerk, but in the Clerk's absence this should be by a member of the committee who has been appointed to that role by full Council.
- To recommend to full Council, after interview and due consideration, suitable candidates for appointment. Decision on appointment is made by full Council.
- To carry out annual staff appraisals, and submit a confidential report to the Council. The report should include, where appropriate, any changes in the Clerk's responsibilities and recommendations as to the grading of the post and salary progression. The report should be submitted to the next full meeting.

- To consider remuneration levels for staff, including any changes to pay grades, if required. To make recommendations to full Council for approval where there are financial implications. Note – any nationally agreed annual increase as announced by SLCC/NALC will be automatically awarded to staff.
- To deal with any matters that are raised under Pointon & Sempringham Parish Council's policies and any applicable national legislation such as grievance, health and safety as it applies to staff, any staffing disputes, or other staffing related issues. The HR/ Staffing Committee should be aware of the Civility & Respect pledge that the Council have signed up to.
- To deal with and follow the Complaints procedure if any outside person or body brings a complaint against any member of staff.

Variation number	Purpose/ change	Author	Date of approval	Date of review
1	Initial draft	RB	23/8/2022	August 2024
	Updated	RB	13/2/2024	May 2025