

01 (d) Staffing Committee – Terms of Reference

Rothley Parish Council agreed to adopt these Staffing Committee Terms of Reference at its meeting on 18/03/2024 under minute ref:23/862

Rothley Parish Council will consider renewing these Terms of Reference at its Annual Parish Council meeting each year.

POWER TO DECIDE: No except as specified under ‘undertakings’ below.

POWER TO ACT: No except as specified under ‘undertakings’ below.

MEMBERSHIP: no less than 4 members of Council

QUORUM: 3

UNDERTAKINGS:

- a) To review and recommend to full Council conditions of service and pay awards being mindful of Rothley Parish Council pay scales
- b) To approve contracts of employment and associated documentation.
- c) To be responsible with the Clerk for staff recruitment for all staff except the Clerk
- d) To make recommendations to full Council regarding the recruitment of the Clerk
- e) To monitor and assess employee performance
- f) To receive and consider annual appraisals for all staff
- g) To act (by delegated smaller group) in relation to disciplinary matters in accordance with Rothley Parish Council Disciplinary and Grievance Procedures
- h) To review policies relating to the areas of the committee’s responsibility and present new and revised policies to full Council for consideration
- i) To assist the Clerk in implementing training and development plans for all staff
- j) To agree an appropriate staffing budget for consideration by the Council.

- k) To form any working party which may be required to assist in any area of the Committees work.