



## STOKE MANDEVILLE PARISH COUNCIL

### STAFFING COMMITTEE

### TERMS OF REFERENCE

Review Date	Amendments Made
June 2020	Update of membership
September 2022	Standardise layout, update membership and delete ad hoc meetings.
May 2023	Adding Non-Councillors cannot be on the Committee.

The Staffing Committee is appointed by and responsible to Stoke Mandeville Parish Council.

The Committee's duties are defined and agreed by the Council who may vote, at any time, to modify the Committee's powers.

#### Membership

The membership of the committee will be reviewed at the Annual Council Meeting but will consist of no fewer than **four** and no more than **six** Councillors. A quorum at the Committee shall consist of three or more Councillors.

The Chairman of the Council will be an ex officio member of the Committee with full voting rights.

Non-Councillors are not permitted to be members of the Committee.

The membership of the committee at May 2023 is:

- Councillor Barbara Ezra
- Councillor Santosh Kirve
- Councillor Gaurav Shrivastava
- Councillor Pat Wood

#### Meetings

- The Committee will meet on an ad hoc basis.
- The Committee will elect a chairman for the year at the first meeting after the Annual Council Meeting. In the absence of the Committee Chairman, the first order of business shall be to nominate a Chairman to preside at the meeting.
- Committee meetings will be minuted by the Clerk of the Council.
- Committee members are expected to abide by Stoke Mandeville Parish Council's Code of Conduct at all times.

#### Responsibilities

The purpose of the Staffing Committee is to support the Parish Council in the following areas:

- Development and review of HR policies and procedures.
- Staffing levels and structure.
- Job descriptions and person specifications.
- Staff vetting.
- Staff recruitment and selection.
- Staff retention.
- Determining or reviewing staff conditions of service and general terms of employment.
- Salary grading and pay.

- Leave entitlements including annual holiday, sickness, statutory entitlements and special leave.
- Salary reviews.
- Special conditions relating to a specific post or individual.
- Allowances, expenses, and subsistence.
- Working hours.
- Sickness absence management.
- Staff performance review / appraisals.
- Operation of the Parish Council disciplinary, grievance, grading, and appeal procedures.
- Operation and review of the equality and equal opportunities policy.
- Operation and review of the Health & Safety policy.
- Any other matters delegated to the Committee or deemed relevant to these Terms of Reference.

May 2023