

# CRICH PARISH COUNCIL

## FINANCE COMMITTEE STAFFING SUB-COMMITTEE TERMS OF REFERENCE

The Staffing Sub-Committee Terms of Reference were re-adopted by Full Council at its meeting on 5<sup>th</sup> May 2021, Minute no 0165/21.

The Staffing Sub-Committee is delegated the following responsibilities:

### **1: Members**

- 1.1 Membership shall comprise three Members, The Parish Council Chair, Vice Chair and Chair of the Finance Committee.
- 1.2 Two members of the Sub-Committee shall constitute a quorum for meetings.

### **2: Frequency of meetings**

- 2.1 The Staffing Sub-Committee will normally meet on a quarterly basis, immediately before the Finance Committee Meeting, but may meet on separate occasions as need arises.

### **3: Delegated Powers**

- 3.1 To monitor the Council's Employment Policies and Procedures in respect of changes to legislation/developing practice and make recommendations via the Finance Committee to full Council as appropriate.
- 3.2 To keep under review staff Contracts of Employment, terms and conditions and make recommendation via the Finance Committee to full Council.
- 3.3 To keep under review staff work/life balance, working conditions, health & safety along with staff well-being.
- 3.4 To keep under review staffing levels and structure and make recommendations via the Finance Committee to full Council
- 3.5 To make arrangements for the recruitment of staff and appointment recommendations as appropriate via the Finance Committee to full Council
- 3.6 Day-to-day management of the Parish Clerk/Responsible Financial Officer will be carried out by the Chair of the Parish Council and will include supervision and appraisal, leave requests, absence from work, informal grievance and discipline along with issues arising from work priorities.

### **4: Performance**

- 4.1 To receive and review staff appraisals of the Clerk/ Responsible/Financial Officer as undertaken by the Chair of the Council.
- 4.2 To receive and review any appraisals undertaken by the Clerk/Responsible Financial Officer of other Council staff.
- 4.3 To identify training requirements through the appraisal scheme and recommend training and or development programmes.

## **5: Grievance and Discipline**

- 5.1 To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure and take action as appropriate and in accordance with that Procedure.
- 5.2 To hear any formal grievance by the Clerk/Responsible Financial Officer and any appeal by other staff against the outcome of a grievance or disciplinary investigation undertaken by the Parish Clerk/Responsible Financial Officer.
- 5.3 In the event of an appeal by the Clerk/Responsible Financial Officer against the outcome of any investigation by the Staffing Sub-Committee an Appeals Panel comprising three members will be established. This Panel will be drawn from available Parish Councillors not involved in the initial investigation. This Panel's decision will be the final step in the procedure.