

MARKS TEY PARISH COUNCIL

Parish Hall, Old London Road, Marks Tey, CO6 1EJ

Telephone: 01206 213 250

www.essexinfo.net/marksteyparish

Staffing & Establishment Committee

Terms of Reference

Purpose of the Staffing & Establishment Committee

This committee is appointed: -

- 1) to make decisions about all staffing matters subject to expenditure limits as previously decided by the Full Council when setting the annual budget
- 2) to recommend future years staffing and establishment budgets to the Council as part of the annual budget process
- 3) to make decisions in relation to the structure, operation and communication processes and media of the Parish Council

It is classed as a Standing Committee as it has ongoing responsibilities.

Membership

Membership of the committee will be a minimum of 3 Councillors. The membership and chairmanship will be agreed at the Annual Parish Council Meeting although appointments and changes of members can be made at other times during the year by Full Council. The Committee Meetings may also be attended by the Chairman and/ or Vice Chairman of the Council as full committee members if not already appointed to the Committee. All members shall comply with the Code of Conduct and Council's Standing Orders. The quorum for this Committee is 3

The Committee will also have appointed a number of 'substitute' members (Councillors) who can be called upon, by summons, to attend meetings to ensure that there is a valid quorum

The Staffing & Establishment Committee may at its discretion invite Parish Councillors or non-Councillors to attend meetings to assist in the consideration of issues and /or provide specific subject expertise. Non-Councillors will in the first instance be approved by the Parish Council prior to invitation

Confidentiality

All members must preserve confidentiality of discussions held at meetings. Minutes of the meetings will be taken but will observe confidentiality requirements

Meetings

The committee will meet at least twice a year and this will include meeting as and when required. All meetings are meetings that by law require 3 days clear notice and are open to the public. However, due to the confidential nature of the discussions, the Committee reserve the right to close the meeting to press and public under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Minutes of all meetings are to be produced and submitted to Council at the next Council meeting to include any resolutions recording the exercise of the Committee's Delegated Powers

All meetings are to be held at Marks Tey Parish Hall at any time.

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Delegated powers

The Committee will hold full delegated powers to deal with all issues regarding staffing, all staffing related matters and in relation to the structure, operation and communication processes and media of the Parish Council with reports and recommendations made to the Full Council as necessary. All decisions made under the delegated discretion will be reported to Full Council at the next Full Council meeting

The Committee and Committee Chairman are to be mindful of issues within their delegated control that other Councillors who are not committee members may have a view upon and should either consult Council members on these issues or refer a report on the issue to Full Council for decision.

Remit

- To establish and keep under review the operational structure and communication processes and media of the Parish Council
- To draft, implement, review, monitor and revise policies for the operational structure and communication processes and media of the Parish Council
- To establish and keep under review the staffing structure
- To draft, implement, review, monitor and revise policies for staff
- To establish and review salary pay scales for all staff and to be responsible for their administration and review
- To recommend future years staffing and establishment budgets to the Council as part of the annual budget process
- To oversee the recruitment and appointment of staff
- To arrange execution of new employment contracts and changes to contracts
- To establish and review performance management (including annual appraisals) and staff training
- To oversee any process leading to dismissal of staff (including redundancy)
- To keep under review staff working conditions, and health and safety matters
- To monitor and address regular or sustained staff absence
- To make recommendations on staffing related expenditure to the Full Committee
- To consider a grievance or disciplinary matter
- To supervise and performance manage the Clerk's work, to administer his / her leave requests, record and monitor his / her absences, and handle grievance and disciplinary matters and pay disputes.
- Any other action as directed by the Full Council
- In the event of an appeal against any decision made by the Staffing & Establishment committee, a new committee (to be named as the Appeals Committee) will be created to hear the appeal and will consist of 3 further members of the Parish Council