



## **Staffing Committee Terms of Reference**

**Adopted February 2024**

review February 2025

### **Membership**

Three councillors (not including Chair of Council), with one substitute councillor nominated. Chair of Staffing Committee to be in place. A Quorum to be three Councillors.

**Meetings:** as required

### **The Primary objectives of this committee are to:**

Ensure that Council complies with employment law and follows best practice when employing staff. The Committee will manage grievance or disciplinary matters and matters relating to staff conduct and performance.

To fulfil this objective the committee shall undertake the following roles:

1. To oversee any recruitment process including recruitment of the Clerk.
2. To oversee new employment contracts and changes to existing staff contracts.
3. To ensure that statutory and legal duties and obligations are met including for pension and pay and for health and safety.
4. To audit pension and salary payments and arrangements.
5. To ensure that appraisals for all staff are carried out at least annually and are mutually agreed, documented and a summary is presented to Council with any recommendations and to ensure that any associated actions and outcomes from the appraisals are suitably monitored.
6. To review job descriptions and person specifications periodically.
7. To identify training requirements and opportunities and ensure that training needs are met.
8. To monitor and address regular or sustained staff absence.
9. To manage grievance or disciplinary matters and matters relating to staff conduct and performance.
10. To review attendance, and short and long term sickness.
11. To manage annual leave and other leave requirements.
12. To manage the working hours and remuneration of the Clerk in accordance with Financial Regulations Clause 7; and
13. Full Council delegate authority to the Chair of the Staff Management Committee and ZPC Chair to approve overtime hours in order to complete Council business providing this is fully documented and reported at Full Council on a monthly basis.