

WESTON-ON-THE-GREEN PARISH COUNCIL STAFFING SUB GROUP

TERMS OF REFERENCE

- The overarching objective of this Sub Group is to ensure the effective employment and performance management of the Parish Clerk

MEMBERSHIP

- Three Councillors from the Parish Council membership of eight; Chair- Susan Davis, Members - Diane Bohm, Henry Donne
- Chairman of the Council shall automatically be a member of the Committee, unless otherwise excluded.
- Following an Election the Lead of the Sub Group will be agreed at a Parish Council meeting
- All members shall comply with the Code of Conduct and Council's Standing Orders

QUORUM

- A quorum will be two members out of the three appointed to the Staffing Sub Group

MEETINGS

- The Sub Group shall meet as and when required, but generally twice a year to review the Clerk's progress and salary

POWERS

- The Sub Group will discuss all employment and working conditions related matters associated with the Parish Council, in particular the Clerk and Book Keeper. It will provide reports and recommendations to the full Council for agreement, as necessary

ROLE: IN SCOPE

- To deal with all matters relating to Recruitment of Staff
- To oversee the appraisal process;
- To review staff (clerk) pay annually and job descriptions and contracts (book keeper) as required;
- To deal with other staffing issues as they arise including;
 - any disciplinary matter in accordance with the Council's Disciplinary

- Procedure;
- any staff absence in accordance with the Council's Sickness & Absence Policy.
- any staff grievance in accordance with the Council's Grievance Procedure;
- To consider staff retirement issues
- To report to the full Council that it has met

ROLE: OUT OF SCOPE

- To deal with any breaches of the Code of Conduct or complaints raised against any elected members

STAKEHOLDERS

- None

REPORTING

- To provide a biannual report to the Parish Council

COMMUNICATIONS

- To communicate with the village regarding the recruitment and appointment of the Parish Clerk
- No other direct communications with the village are expected of this group