



St Stephen in Brannel Parish Council

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Terms of Reference 2021/22 – Staffing Committee

Composition:	Seven (7) Elected members (Voting) Two (2) Substitute members (Voting)
Quorum:	Four (4) members
Chairmanship:	Chairman and Vice-Chairman to be elected by the members at the first committee meeting held in each Council year.
Meetings:	4 times a year (Quarterly). In the event of an item of urgency, an extra ordinary meeting can be called in line with legislation and Council's adopted standing orders.
Timing:	7.00pm
Venue:	The Brannel Room, 22 Fore Street, St Stephen, PL26 7NN
Reports to:	Full Council.
Administration:	Parish Council Office
Term of Appointment:	4 years
Legal Status:	Data Protection Act 2018 Parental Bereavement Leave & Pay Act 2018 General Data Protection Regulations 2018 Immigration Act 2016 Adopted Code of Conduct 2012 Adopted Standing Orders Adopted Financial Regulations Working Time Directive 2015 National Minimum Wage Regulations 2015 Rehabilitation of Offenders Act 2014 Localism Act 2011 Additional Paternity Leave Regulations 2010 Equalities Act 2010 Pensions Act 2008 Income Tax Act 2007 Work & Families Act 2006

Transfer of Undertakings (Protection of Employment) (TUPE) Regulations 2006
Information & Consultation of Employees Regulations 2004
Local Government Act 2003
Paternity & Adoption Leave Regulations 2002
Employment Act 2002
Maternity & Parental Leave etc Regulations 1999
Human Rights Act 1998
Working Time Regulations 1998
National Minimum Wage Act 1998
Employment Rights Act 1996
Nolan Principles of Life 1995
Health & Safety at Work Act 1974
Local Government Act 1972
Public Bodies (Admissions to meetings) Act 1960
Relevant case law
(This list is not exhaustive)

Note: All Councillors not elected to the Staffing Committee may attend public sessions and participate in the meeting but have no voting rights.

Terms of Reference including delegated matters:

1. To appoint, from its membership, a recruitment panel when necessary and recommend appointments to Full Council.
2. Deal with any staff disciplinary matter in accordance with the Council's Disciplinary Procedure.
3. Deal with any staff grievance in accordance with the Council's Grievance Procedure.
4. To appoint, from its membership, an employment appeals panel when necessary.
5. To oversee any process leading to dismissal of staff (including redundancy)
6. To review staffing structures and levels and make recommendations to Full Council.
7. To bi-annually review and agree contracts of employment, job descriptions and person specifications for all staff.
8. To annually review all staff salaries and make recommendations to Council.
9. To annually review all staffing policies and procedures.
10. To consider and implement any changes which are required to comply with Employment Law, Health & Safety Law and Terms and Conditions of Service as laid by the National Joint Council (NJC) and recommended by National

Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).

11. Approve requests within the training budget for personal development and health & safety requirements.
12. Review staff pension arrangements.
13. Manage long term sickness and incidents at work in the lines with the Council's Absence Management Policy.
14. Ensure that all staff, including the Clerk, have an annual appraisal.
15. Ensure that the Clerk has everything required for managing staff.
16. Be aware of sources of expert advice on employment matters and to ensure that the Council uses such sources when there is any doubt about good employment practice.
17. Undertake training support their role as the Council's Staffing Committee
18. To consider and submit to the Finance & General Purposes Committee annual estimates of income & expenditure on the continuing services and capital expenditure for the forthcoming year.
19. To implement the necessary requirements identified by the Health & Safety competent person.
20. To consider the recommendations of sub-committees or working (Advisory) groups under the control of the Staffing Committee.
21. To consider such matters as may be delegated by Full Council from time to time.
22. To review from time to time policy objectives within the committees Terms of Reference for consideration by Full Council.
23. To review strategic plan objectives, on a yearly basis, providing an update to Full Parish Council.

Any resolution made outside these Terms of Reference may be considered ultra vires and open to challenge in a Court of Law.