

Cromford Parish Council Staffing committee: Terms of Reference

Terms of reference of Staffing Committee

All decisions are to be determined by full council under Standing Order 4d.

1) Review of terms of reference

The terms of reference of this committee are to be reviewed every 2 years (at the Annual Meeting of the Council). Prior to this meeting the committee is to meet to review its workings and to recommend to the full council any changes it deems necessary or advisable in its workings or in the council's Standing Orders or other policies.

2) Membership of the committee

Membership is to be decided at the Annual Meeting of the council in May, the committee will consist of no more than five members but no less than three members. The Chair of the Council will sit as one of the members.

The clerk is to attend as a non voting officer and to take minutes except for items of discussion directly affecting their terms and conditions of employment.

The chair of the committee is to be decided at the Annual Meeting of the Council. If the chair is unable to attend a committee meeting the members present will elect a chair for that meeting from amongst themselves.

Resignation: If a member of the committee resigns or is otherwise unable to continue their committee duties a replacement committee member will be elected at the next appropriate full council meeting.

(The next appropriate council meeting will be the next full council meeting where there can be a published agenda item relating to the replacement member)

3) Meetings

Committee meetings will be held at least twice a year, usually in October (for precept setting) and in April (for appraisals) and usually before a Full Council meeting.

Extra meetings may be called at the discretion of the Chair & Vice Chair of the Council.

The procedures for calling a meeting & running it and procedure for Declarations of Interest to be as described in Standing Orders . Where it is likely that press and public will be excluded this will be advertised on the Committee's agenda.

Speaking: Only members of the committee may speak at the meeting; only members of the committee may vote.

Quorum: A quorum will consist of 3 voting members, one of whom must be the Chair or Vice Chair of the committee.

Minutes: will be taken by the clerk.

The venue for meetings shall be the usual meeting venue of Cromford Parish Council

4) Responsibilities

The committee will have general oversight of all staffing issues, including:

1. Agreeing conditions of employment, job descriptions and any risk assessments of staff
2. Agreeing any equipment to be provided by the council (and if any to be provided by the Employee)
3. Arranging & encouraging staff training
4. Advertising for & interviewing prospective staff
5. Making recommendations on job offers to full council or taking delegated action if previously approved.

Approved: April 2024

Review: April 2025

Page 1 of 2

Cromford Parish Council Staffing committee: Terms of Reference

6. Carrying out staff appraisals on an annual basis with recommendations to full council for action deemed necessary, including any training necessary, salary considerations, etc;
7. Dealing with any disciplinary or grievance issues in accordance with Council policies and any DALC advice.

Current Members of the staffing committee (2024-2025)

Chair: Matthew Birch

Vice Chair: Alistair Fraser

Other Councillors: Pam Ashley, Ian Page

Sub: Russ Boyack

Approved: April 2024

Review: April 2025

Page 2 of 2