

WITHYHAM PARISH COUNCIL (WPC)

STAFF COMMITTEE

TERMS OF REFERENCE

Responsibility: Staff Committee/Full Council

Review Cycle: Annually or earlier in the event of legislative changes

Date of Adoption/Renewal	Date for review
May 2023	May 2024

The Staff Committee is a committee of WPC (the Council) to consider staff conditions, policies and matters and to make recommendations to Council on disciplinary and grievance issues.

CONSTITUTION

The Staff Committee shall comprise at least five councillors, to include the Chairman of Council and the Chairman of the Finance Committee.

The Committee may, at its discretion, invite individuals to its meetings where specific input is required.

CHAIRMAN AND VICE CHAIRMAN

The Chairman and Vice Chairman of the Staff Committee will be elected at the first Staff Committee meeting immediately following the Annual Council meeting.

MEETINGS

The Staff Committee will meet at least twice a year; one meeting will consider the outcome and necessary steps following the annual staff appraisal process and further meetings will be held as necessary to deal with other staffing issues.

Where appropriate, the Staff Committee can establish a sub-committee to consider any grievance or disciplinary matter.

Whilst Committees must be public meetings, with due regard to confidentiality the first item of business should normally be to close the meeting to press and public. Action minutes will be reported to the next available meeting of the Council but full notes, containing any confidential material, should not be shared beyond the Committee.

The Clerk will set the agenda, prepare the papers and minute meetings. It may be necessary on occasion for all staff to be excluded from the meeting. In these circumstances the Vice Chairman of the committee or other nominated member of the committee will record the general discussion, agreed decisions and outcome, which will form the basis of the meeting minutes.

Minutes of all Staff Committee meetings will be held in lockable files because of their confidential nature.

QUORUM

To be quorate, three members must be present.

PURPOSE

1. The functions of the Staff Committee are to:
 - annually review staff conditions and staff appraisals.
 - review salaries (in association with the Finance and Administration Committee)
 - review and oversee all processes and procedures relating to staffing including recruitment, employment contracts, documents, job descriptions and policies.
 - investigate staff disciplinary matters, complaints and grievances in line with our policies and make appropriate recommendations to council.
 - consider all matters relating to staff health & safety, wellbeing, training and development.
 - Consider the implications of any changes to employment, payroll, taxation and pensions legislation and regulation.
2. With regard to complaints about members of staff the Staff Committee will provide a supportive and impartial arena in which to conduct an informal investigation.
3. The Staff Committee cannot function as a disciplinary body, although its representatives may fulfill this role if required. At all other times, members should take great care that their words and/or actions cannot be interpreted as such.
4. This committee will have a budget of £500.