

NEWBY & SCALBY PARISH COUNCIL

REVIEW & STAFFING COMMITTEE TERMS OF REFERENCE

The Review & Staffing Committee (the Committee) is a standing committee of the Parish Council and is subject to all of the normal meeting notification, agenda and minute requirements as laid down in the Parish Council's Standing Orders. The public and press may be excluded from all meetings of this committee and any of its sub-committees, for example where the business to be transacted relates to staffing matters.

MEMBERS:-

1. Membership shall comprise of five members, including the Chairman and Vice-Chairman of the Council. All members (including co-opted members) have voting rights. The Chairman of the Committee also has a casting vote.
2. Membership of the Committee is established at the annual meeting of the Council.
3. The Committee shall elect a Chairman and Vice-Chairman for each civic year.
4. Co-opted members may join the Committee during the year if authorised by the Council.
5. Three members of the Committee shall constitute a quorum for meetings.

FREQUENCY OF MEETINGS ETC:-

One meeting will be held every year to review all staff contracts and job descriptions and HR policies. Otherwise meetings will be convened as and when necessary, Arrangements for minute taking will be made when a committee meeting is called. It is expected that the committee will be able to meet within seven working days of being notified by the Clerk. Minutes of meetings shall be submitted to full Council for approval and signature.

BUSINESS TO BE CONSIDERED BY COMMITTEE:-

- grievance or disciplinary matters in line with the relevant policies;
- all complaints falling within the ambit of the Council's Complaints Policy
- matters falling under Council's Vexatious Policy
- recruitment & appointment to staff vacancies
- Internal Reviews in respect of Freedom of Information requests
- any other regulatory, risk management or emerging personnel issues
- any other matters specifically referred to it by full Council.

DELEGATED POWERS

General:

Members will be advised by the Parish Clerk whether or not a particular item under discussion is within the Committee's delegated powers. If it is within full delegated powers, the minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Council for decision when seeking approval and adoption of the Committee minutes.

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Fully Delegated Powers:

The Committee has full delegated powers (as shown below) in respect of the following:-

1. Recruitment - full delegated power to deal with the process of recruiting and appointing of staff. It may appoint from its membership a recruitment sub-committee of no more than four persons (one of whom may be the Clerk). Any such sub-committee has the same delegated powers as the committee, however the Clerk does not have a vote.
2. Disciplinary matters - full delegated power to carry out the Council's formal Disciplinary Procedure, including the authority to appoint a sub-committee with the power to discipline staff.
3. Grievance Procedure - full delegated power to carry out the Council's formal Grievance Procedure, including the authority to appoint a sub-committee with the power to decide if the grounds for the grievance are proven and the action to be taken.
4. Complaints Procedure - full delegated power to consider complaints submitted under Council's Complaints Policy, decide whether or not the grounds for the formal complaint have been made and decide what action is to be taken.
5. Vexatious Policy - full delegated powers to consider if a complaint, Freedom of information request or person falls within the ambit of Council's Vexatious Policy and decide the action to be taken by the Clerk.
6. To carry out Internal Reviews in respect of Freedom of Information requests.
7. To agree and review annually contracts of employment, job descriptions and person specifications for staff.

Restricted Delegated Powers:

The Committee has restricted delegated powers (as shown below) in respect of the following:-

1. To review staffing structures and levels and make recommendations to the Council.
2. To review staff salaries and terms of conditions and make recommendations to Council.
3. To review health and safety at work for all Council employees and make recommendations to Council.
4. To review all Council policies an annual basis and make recommendations to Council.
5. To review Standing Orders and Financial Regulations on an annual basis and make recommendations to Council.
6. To make recommendations to Council in respect of any actions likely to assist Council to comply with all legislative requirements relating to the employment of staff.

ADOPTED 10/9/2014, Minute 123/14.1 refers