

## WHITWICK PARISH COUNCIL

### **TERMS OF REFERENCE AND DELEGATED POWERS**

#### **Name of Committee**

#### **Staffing Committee**

#### Chairman and Members of this Committee

Elections are made at the Annual Council meeting in May and terms of reference are held in the front of the Minute Book. Any changes to this are by resolution of Council and updated accordingly in the front of the Minute Book. There are 3 members appointed by council.

Quorum: Three members.

Reserve Members: any parish councillor may be invited to attend as a reserve member if needed to maintain a quorum.

#### Functions, delegated responsibilities/authority and powers

Committee is responsible for dealing with Parish Manager appraisals, institute disciplinary procedures and hear grievances of members of staff and the Parish Manager.

Dismissal of the Parish Manager can only be undertaken on recommendation to, and with agreement of the full council (with the Appeals Committee not in attendance).

Parish Manager carries out all communications with members of staff. They will be first contact to deal with potential issues.

The Parish Manager is responsible for day-to-day matters involving staff, including authorising their holidays and time off as well as the work to be completed. The salary payments are organised through the Parish Manager and the external Payroll assistant. The Parish Manager will carry out the appraisals of staff.

To delegate the Parish Manager, as Line Manager for staff, the authority to suspend staff if necessary under the disciplinary process while an investigation is carried out.

Member(s) will also be invited to accompany the Parish Manager for job interviews.

The Committee must at all times consider its duty to best value, Equal Opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), Crime and Disorder, Health and Safety and Human Rights.

#### Meeting venue and frequency

Meetings are scheduled according to need/agreed schedule at Park Hall or at the Community Office.

#### Officers requested to attend

Parish Manager

#### Reviewed by Councillors annually at first meeting following May

#### Signed by:

Print Name.....Signature..... Date.....  
Chairman of Committee

Print Name.....Signature..... Date.....  
Member

Print Name.....Signature..... Date.....  
Member

**SIGNED COPY IS KEPT BY THE PARISH MANAGER AND AVAILABLE ON REQUEST OR TO VIEW AT COUNCIL AND COMMITTEE MEETINGS.**

Any alterations to the functions, responsibilities or powers of this Committee to be resolved by Full Council and a copy of the signed form be held in the Minute Book.