

# **ROTHBURY PARISH COUNCIL**

## **STAFFING COMMITTEE**

### **Terms of Reference**

#### **1. Membership**

- 1.1 The committee shall consist of no less than three Parish Councillors including the Chairman.
- 1.2 The committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

#### **2. Meetings**

- 2.1 The committee will meet at least annually.
- 2.2 Any additional meetings will be called as necessary.

#### **3. Minutes**

- 3.1 The minutes will be distributed to the full Parish Council after approval by the chair.

#### **4. Chairing**

- 4.1 The committee shall elect a chair and vice-chair annually.
- 4.2 The clerk will be responsible for drawing up the agenda in consultation with the chair.

#### **5. Report to the Full Parish Council**

- 5.1 The committee will report to the full Parish Council on recommendations which the Parish Council needs to vote on.

#### **6. Areas of Responsibility**

- 6.1 The committee will be responsible for the arrangements for the appointment of staff and self-employed person's.
- 6.2 The committee will be responsible for reviewing contract's of staff and self-employed person's on an annual basis and carrying out staff annual appraisals.
- 6.3 The committee will have delegated powers to deal with employee disciplinary procedures, to include issuing of verbal and written warnings and dismissal letters.
- 6.4 The committee will be responsible for dealing with appeals of disciplinary decisions.

#### **7. Review**

- 7.1 These Terms of Reference will be reviewed on an annual basis by the Parish Council

Terms of Reference for Rothbury Parish Council Staffing Committee adopted 5<sup>th</sup> August 2020, Reviewed and amended 09/08/23, Minute Reference: RPC/212/23/01