



BARWICK IN ELMET AND SCHOLES PARISH COUNCIL

Staffing Subcommittee

Terms of Reference

The **Staffing Committee** is constituted to represent Barwick in Elmet and Scholes Parish Council in matters relating to the employment of the Clerk and any other staff.

Membership:

1. Membership shall comprise of a minimum of three Parish Councillors.
2. The Chairman is an ex-officio member of the Parish Council and has voting rights.
3. Membership of the committee will normally be confirmed at the Annual Meeting of the Parish Council.
4. They may elect a Chairman each year.
5. Co-opted members of the Parish Council may join the committee during the year if agreed by the committee and by the Parish Council.
6. The Parish Council may at any time vote during Parish Council meetings to remove a member of the committee or dissolve the group if just cause is found.
7. No less than two councillors of the committee shall constitute a quorum for meetings.
8. The resolutions of the committee shall be presented to the Parish Council.
9. A programme of meetings will be agreed by the committee for each year. Normally the committee will meet a minimum of once a year but additional meetings may be convened if required.

Delegated Powers

1. To agree the hours of work and work load as outlined in the contract of employment
2. To agree pay scales for the Parish Clerk as outlined in the contract of employment based on National Salary scales.
3. To ensure an annual appraisal is undertaken for the Clerk of the council and that key performance objectives are being met and an effective system of personal management is in place.
4. To agree continued professional development.

5. To monitor work and behaviour and if necessary consider appropriate action if work or behaviour is unsatisfactory.
6. To issue an 'improvement notice' if necessary
7. To agree to terminate employment if grounds are justified on continued unsatisfactory performance or misconduct as outlined in the employees contract
8. No minutes will be taken; the outcomes of the meetings will be recorded and any personnel data will remain confidential.
9. The notes will record the decision as resolved and be presented at the Parish Council. If not, then the notes will record the decision as recommended and they will then be brought to the attention of the Parish Council for decision when seeking approval and adoption of the committee decisions.

These Terms of Reference were adopted by the Parish Council at its annual meeting of 5th May 2021. There were no changes to the previous version.