

SHEPTON BEAUCHAMP PARISH COUNCIL

TERMS OF REFERENCE & SCHEME OF DELEGATIONS

STAFFING COMMITTEE

References:

- A. SB Standing Instructions 2018
- B. SALC Guidance on Appointing the Clerk to a Local Council dated January 2012

Date of review by Parish Council	19 July 2025	Next review date	May 2026
Signature of Chairman of Parish Council		Policy reference Version number:	TOR-1-Staff V4

Purpose

1. To oversee matters relating to Council employees in line with relevant legislation and the Council's employment policies.

Terms of Reference

2. To deal with matters which may arise and which are likely to directly or indirectly affect the terms and conditions of Council employees, including the following:
 - (1) Recruiting Process
 - (2) Interviewing prospective applicants
 - (3) Annual Appraisals
 - (4) Additional Hours
 - (5) Annual Pay Spine Point Increase
 - (6) Capability Procedure
 - (7) Absence Management
 - (8) Grievance Procedure
 - (9) Disciplinary Procedure

Composition of Committee

3. Five Parish Councillors, one of which must be the Chairman or Vice-Chairman of the Parish Council. Substitute members are permitted, provided two days' notice has been given to the Proper Officer. Three members must be present for this meeting to commence.
4. Competence. Councillors on the Committee should have attended the SALC 'The Council as an Employer: 10 Rules for Success'.

Meetings

5. The Committee meets on an as required basis in the Village Hall or as designated by the Committee Chairman.
6. In view of the confidential nature of the business to be transacted in this Sub-Committee, it is deemed that the press and public are excluded. The minutes of this Committee will not be available to the public unless otherwise directed by a properly authorised body. Matters arising from the meeting or documentation cannot be disclosed in open session and will need to be dealt with in closed session (*Standing Orders 3d for exclusion, and para 20 and 21 for data protection*).

Scheme of Delegation

7. **Delegated.** The Committee has Delegated Authority to prepare documentation related to:
 - (1) Recruiting Process. Prepare all documentation for the Recruiting Process.
 - (2) Interviewing. Interviewing prospective applicants for selection by Full Committee.
 - (3) Annual Appraisals. Writing of Annual Appraisals for signature by two Committee members.
 - (4) Additional Hours. Agree additional hours as required for the Parish Clerk (reasons to be evidenced by the Parish Clerk).
 - (5) Spine Point Increase. Agree the annual spine point increase within the current band
 - (6) Capability Procedure. Recommend a course of action to be taken by the Full Council.
 - (7) Absence Management. Recommend a course of action to be taken by the Full Council.
 - (8) Grievance Procedure. Recommend a course of action to be taken by the Full Council.
 - (9) Disciplinary Procedure. Recommend a course of action to be taken by the Full Council.

8. **Recommendation.** The Committee makes recommendations on matters relating to employees of the Council for approval to full Council at the next appropriate meeting for the following:
- a. Applicants. Selection of Parish Clerk & RFO.
 - b. Spine Point Increase. Approval of Spine Point increase beyond the current band width.
 - c. Capability Procedure. Approval of Capability Procedure to be taken.
 - d. Absence Management. Approval of Absence Management to be taken.
 - e. Grievance Procedure. Approval of Grievance Procedure to be taken.
 - f. Disciplinary Procedure. Approval of Disciplinary Procedure to be taken.