

## WESTON ON THE GREEN PARISH COUNCIL

### TERMS OF REFERENCE: STAFFING SUB-GROUP



The overarching objective of this sub-group is to ensure the effective employment and performance management of the Parish Clerk.

#### MEMBERSHIP

- One lead Councillor from the Parish Council membership of eight with support from the remaining Councillors when the need arises.
- The lead of the sub-group will be agreed at the Annual Parish Council meeting.
- All members shall comply with the Code of Conduct and Council's Standing Orders.

#### MEETINGS

- The staffing lead shall meet with the clerk (as a member of staff) as and when required, but generally once a year to review the Clerk's progress.

#### POWERS

- The sub-group lead will review and discuss with all Councillors (when required) all employment, working conditions and related matters associated with the Parish Council, in particular the Clerk. Reports and recommendations will be provided to the full Council for agreement, as necessary.

#### ROLE: IN SCOPE

- To deal with all matters relating to recruitment of staff.
- To oversee the appraisal process.
- To review staff (clerk) pay annually and job descriptions and contracts as required.
- To deal with other staffing issues as they arise including:
  - any disciplinary matter
  - any staff absence
  - any staff grievance.
- To consider staff retirement issues.

**ROLE: OUT OF SCOPE**

- To deal with any breaches of the Code of Conduct or complaints raised against any elected members.

**STAKEHOLDERS**

- None

**REPORTING**

- To provide updates and reports to the Parish Council when necessary.

**COMMUNICATIONS**

- To communicate with the village regarding the recruitment and appointment of the Parish Clerk.
- No other direct communications with the village are expected of this group.