



AUDLEM PARISH COUNCIL

INTERNAL & STAFFING COMMITTEE TERMS OF REFERENCE

1. This Committee is appointed to consider and make decisions regarding all staffing matters in accordance with agreed protocols and Audlem Parish Council's Grievance and Disciplinary policy and subject to budget and expenditure limits set by the Finance Sub Committee (FSC). It is responsible for/will assist with:
 - Reviewing the staffing structure.
 - Establishing and reviewing salary job descriptions & terms and conditions.
 - Establishing and reviewing salary pay scales.
 - Staff training and development.
 - Reviewing all staff policies.
 - Handling complaints about or from staff.
 - Handling grievance, disciplinary and pay disputes.
 - Monitoring appraisal procedures & staff performance.
 - Staff recruitment & selection.
 - Review working conditions, also health and safety issues.
2. The committee will refer Disciplinary and Appeals related matter to an independent committee set up by full Council as and when necessary.
3. The committee is also responsible for the welfare of staff and, where relevant, contractors, and will work with the Finance Sub Committee (FSC) on issues concerning the Parish office and equipment.
4. The Committee will normally consist of five members and require three to be present to be quorate. The Clerk will be able to attend meetings of the committee and contribute except where the meetings deal with confidential matters relating to the Clerk. The Clerk will not have a vote. The Council may appoint a substitute member(s) if any members have to stand down where they are directly involved in an issue under discussion (such as a complaint).
5. All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chairman's discretion, but are unable to vote.
6. The Committee may invite anyone to attend its meetings whom it believes may be able to help with any issue under discussion. If the Committee wants professional advice, it may seek it from outside bodies when required.
7. The Committee are authorised to spend up to £2,000 a year with a cap of £500 in each financial quarter. All expenditure will be reported retrospectively at the next Parish Council meeting. The committee shall not incur expenditure above £500 without prior authority from the Parish Council. All expenditure must be in line with the yearly budget and not jeopardise budgetary control. It must also be in line with the Parish Council's Financial Regulations. Two Councillors on the committee must propose and second any expenditure.
8. The Committee should meet monthly unless there is no business to be discussed. Notes of a meeting may be taken by the Clerk, if present, or a member of the Committee.
9. The Committee will prepare a draft budget for staff salaries and related costs for the following financial year and submit this to the FSC by the end of September each year to assist with accurate budget forecasting.
10. The Committee will run a regular training programme to ensure that staff and Councillors' skills are updated to ensure the effective running of the Council.

Function of Committee	Delegation of Functions Column 2
1. All delegated functions as set out in the Terms of Reference and Delegation of Council.	<ul style="list-style-type: none"> Internal & staffing committee.
2 To recommend to Council the overall staffing structure and approval of additional posts.	<ul style="list-style-type: none"> Internal & staffing committee, however, final approval remains with Council.
3 To agree the pay and conditions and regrading of staff.	<ul style="list-style-type: none"> Internal & staffing committee, however, final approval remains with Council.
4 Review of staff policies.	<ul style="list-style-type: none"> Internal & staffing committee, however, final approval remains with Council.
5 Management and Appointment of Staff (Local Government Act 1972 s112-119).	<ul style="list-style-type: none"> Recommend appointment of new Clerk to be endorsed by Council. Selection of long list by Clerk with personnel assistance if appropriate Selection of final short list-Chairman & Vice Chairman. Decision on recruitment of contract staff or interim contract staff to Internal & staffing committee. Management of staff in accordance with Council policy, procedures and budget to Clerk.
6 Disciplinary matters under the Council's Disciplinary Procedure.	<ul style="list-style-type: none"> Clerk with appeal to Internal & staffing committee. Internal & staffing committee in the case of the Clerk with appeal to Appeals Committee (only members not on Staffing Committee). Dismissal of Clerk to be ratified by Council.
7 Determination of individual grading issues and job evaluation.	<ul style="list-style-type: none"> Internal & staffing committee, however, final approval remains with Council, except Clerk reserved to Council.
8 Issues relating to the NEST Pension Scheme as it affects individual employees and administration of retirement.	<ul style="list-style-type: none"> Internal & staffing committee, however, final approval remains with Council. Administration of retirement in cases of permanent ill health, after appropriate medical advice from NEST pension scheme & advisory professionals.
9 Approval of job descriptions & person specifications.	<ul style="list-style-type: none"> Internal & staffing committee.
10. Appeals Procedure.	<ul style="list-style-type: none"> Appeals Committee.
11. Competence Procedure.	<ul style="list-style-type: none"> Internal & staffing committee.
12. Issue of Contracts of Employment.	<ul style="list-style-type: none"> Internal & staffing committee.
13. Redundancy & Redeployment.	<ul style="list-style-type: none"> Internal & staffing committee.
14. Monitoring Equalities Policy in relation to employment.	<ul style="list-style-type: none"> Internal & staffing committee.
15. Health & Safety.	<ul style="list-style-type: none"> Internal & staffing committee. Committee to oversee responsibilities for Council within budget and policy. Clerk for routine management.
16. Grievance Procedure.	<ul style="list-style-type: none"> Internal & staffing committee.
17. Administration of other Personnel procedures.	<ul style="list-style-type: none"> Internal & staffing committee.
18. Employee Development Review and assessment at end of Probationary period.	<ul style="list-style-type: none"> Clerk for all staff with Chairman & one other Member of Committee.
19. Training & Development Plan for staff.	<ul style="list-style-type: none"> Internal & staffing committee.
20. To administer the Council's Equality Policy.	<ul style="list-style-type: none"> Clerk to administer for employees. Internal & staffing committee to monitor & recommend to Council.



NB. Any financial, operational or managerial action delegated to the Clerk may in his/her absence be undertaken by the Assistant Clerk, if the matter cannot wait until the Clerk returns.

These internal & staffing committee terms of reference were reviewed and adopted at the Audlem Parish Council Meeting held on:

Date: 13th July 2020

Signed: Steve Boyes (Chairman/Vice-Chairman)

Signed: Belen Lopez Bloor (Proper Officer)

Original signed copy held on file by the Parish Clerk.