

TERMS OF REFERENCE
for the
Staffing Committee (Issue 1)

Issue N°	Date of Adoption	Reference in Minute Book	Details of Change Made
1	28/09/2021	FC0072/21	First formal Issue

Definitions

In this document the following terms have the meanings assigned to them below:

Alternate Member	A person elected to serve as an alternate if an elected member cannot serve on the Staffing Committee
Chairman	The Chairman of the Committee
Clerk	The Clerk to the Council
Committee	The Staffing Committee of the Council
Committee Member	Any person participating in the Committee's work under the arrangements set out in the Section headed 'Membership and Quorum'
Council	Blackbird Leys Parish Council
Member	An elected or co-opted member of the Blackbird Leys Parish Council

General

These Terms of Reference define the Council's specific responsibilities delegated to the Staffing Committee and were first approved by Blackbird Leys Parish Council at its Meeting held on 28th September 2021.

The conduct of all aspects of the Committee's work shall be treated as confidential and be governed by the Council's Standing Orders.

The Committee has no power to authorise expenditure on behalf of the Council.

Members of the public have no rights to attend meetings of the Committee.

Duties & Scope of Responsibilities

The Committee shall undertake the following Duties on behalf of the Council:

Staff Interviews

- 1 At least annually to conduct a staff appraisal with the Clerk.
- 2 Following the appraisal/interview to submit a confidential report to the Council.
 - The report should include, where appropriate, any changes in the Clerk's responsibilities and recommendations as to the grading of the post and salary progression (the list of contents is not intended to be exhaustive).

To carry out any additional staff interviews as required by the Council.

Disciplinary Procedures

- 3 To hear and adjudicate upon any formal grievance issue raised by staff under this Council's Grievance Procedure.
- 4 To hear and adjudicate upon appropriate disciplinary cases as set out the Council's Disciplinary Procedure

Other Duties and Responsibilities

- 5 Undertake such other tasks as may from time to time be remitted to it by the Council

Powers

- 1 Subject to the power, set out in paragraph 2 immediately below, the Committee shall have no powers other than the power to undertake the tasks specified under the heading 'Duties and Scope of Responsibilities'. In particular it shall have no delegated financial powers.
- 2 The Chairman, subject to the agreement of the Committee's Members, shall have the power to invite an appropriate expert in human relations to attend Disciplinary meetings to advise the Committee. Such Invited Participants shall have the freedom to participate in the enquiry but not to vote.

Membership and Quorum

- 1 The Committee shall consist of 3 Members and an Alternate Member all of whom shall be elected from Members of the Council at its Annual Meeting. The Council shall appoint one of the elected members to be the Committee's chairman.
- 2 The following persons shall not serve on the Committee:
 - the Clerk's mentor
 - Members and Alternate Members of the Appeals Committee
- 3 In the event that one or more of the Committee Members is unable to serve¹ the following arrangements shall be adopted:
 - a. The first Committee Member unable to serve shall be replaced by the Alternate Member.
 - b. If any further Committee Members or the Alternate Member are unable to serve they shall be replaced by qualified councillors appointed by the Council's Chairman.
 - c. If one of the Committee Members unable to serve is the Chairman, then the revised Committee when fully formed shall at the relevant meeting elect its own Chairman.
 - d. Any person serving as a Committee Member under the arrangements in this clause shall have the same powers (s)he would have possessed had (s)he been elected by the Council.
- 4 The quorum shall consist of 3 Committee Members.
 - For the avoidance of misunderstanding the Alternate Member only attends a meeting if an elected Committee Member is unable to participate.

¹ Committee Members are expected to make every effort to serve but an inability to serve could arise from a conflict of interest, ill health or some other approved reason.

Meetings

- 1 Ordinary Meetings. The Committee shall meet at least once a year. The meeting shall be summoned by the Chairman or by such other person appointed for the task.
- 2 The Committee shall set the dates for further ordinary meetings at its first meeting in the year.
- 3 Extraordinary Meetings: when necessary may be held on dates between the Ordinary Meetings. Extraordinary meetings shall be called using the arrangements set out in Standing Orders 6.C or 6.D as appropriate.
- 4 Calling Meetings: The Chairman shall be responsible for calling all meetings:
 - The Chairman may make alternative arrangements to undertake this task or to assist him/her in undertaking the work but must ensure that a conflict of interest is not thereby created.
- 5 Minutes: The Chairman shall be responsible for ensuring that proper minutes are kept of all Committee meetings and that where necessary appropriate reports are generated and circulated.
 - The Chairman may make alternative arrangements to undertake this task or to assist him/her in undertaking the work but must ensure that a conflict of interest is not thereby created.

It would not normally be appropriate for the Clerk to undertake the tasks referred to in paragraphs 4 and 5 immediately above.

Alterations to these Terms of Reference

- 1 The Committee has no powers to alter or temporarily suspend these Terms of Reference.
- 2 The Council may change these Terms of Reference using the procedure set out in the Council's Standing Order 29.2.