

# PILTON PARISH COUNCIL

## STAFFING WORKING GROUP (SWG) TERMS OF REFERENCE

### 1. Members

- i. At least three Parish Councillors appointed by Full Council at formation and thereafter annually at the Annual Council Meeting.

### 2. Quorum

The quorum of the SWG shall be three Members.

### 3. Voting

The SWG is a non-decision making body, however members may vote by consensus or by vote of majority of appointed members present. Proposals will be presented to Full Council for approval.

### 5. Chair

The Chair of the SWG is elected annually at the first meeting following the May Annual Full Council Meeting

### 6. Meetings

The SWG meets at a minimum once a year and as and when required.

### 7. Minutes

Notes are taken of meetings and submitted to the Clerk.

### 9. Communication

The Clerk, Chairperson and Vice-Chair are included in all email exchanges.

### 10. Responsibilities

The SWG is responsible for the employment and welfare of employees primarily through the Parish Clerk annual appraisal.

### 11. Specific Roles:

- i. To review staffing structures and levels and make proposals to Full Council;
- ii. To agree and review annually contracts of employment, job descriptions, person specifications, and performance appraisal for staff for approval by Full Council;
- iii. To review staff salaries and terms of conditions for approval by Full Council;
- iv. To appoint, from its membership, a recruitment panel when necessary and make appointments after approval by Full Council. Recruitment panels will normally include at least three members. In the case of appointment of other staff this will include the Clerk;
- v. To appoint members to act as a disciplinary panel for staff as set out in the adopted PPC disciplinary policy. Full Council will act as an appeals panel in the case of any appeal against disciplinary action;
- vi. To appoint members to hear any formal grievance in accordance with PPC grievance policy;
- vii. To review health and safety at work policy for all Council employees;
- viii. To ensure the Council complies with all legislative requirements relating to the employment of staff;
- ix. Chair of SWG will work closely with the Parish Clerk concerning day to day matters, such as holidays, sick leave and absence from work:

Adopted by Full Council: May 2023 | Reviewed: