



Staffing Working Group Terms of Reference

The Working Group will comprise up to 6 members, 3 of whom should be present to make the meeting quorate.

1. The Working Group will comprise up to 6 councillors, with a quorum of 3 members.
2. A Chairman will be elected at the first meeting following the Annual Parish Council Meeting.
3. **Appointment of staff:**
 - 3.1 Update Job Description
 - 3.2 Update Personnel Specification
 - 3.3 Present above to full Council for agreement
 - 3.4 Advertise post
 - 3.5 Short listing
 - 3.6 Send out interview invites
 - 3.7 Plan and execute interviews
 - 3.8 Bring recommendations for appointment to the Resources Committee and then to full Council for their agreement
 - 3.9 Phone and write to successful candidate
 - 3.10 Ensure job contract is signed and dated by both parties
 - 3.11 Write to unsuccessful candidates within 7 days of the completion of the successful applicant's contract
4. **Support and professional development:**
 - 4.1 Chairman of Staffing Working Group to meet regularly with Clerk to discuss and, if possible, resolve any issues
 - 4.2 Identify regular costed staff training programme for inclusion in precept and review progress
 - 4.3 Identify regular costed Councillor training programme to support the work of each committee, for inclusion in precept
5. **Pension:**
 - 5.1 Ensure suitable pension arrangements are in place in conjunction with Resources Committee
 - 5.2 Ensure Council complies with current legislation, review arrangements annually, deal with any paperwork returns and discuss with Resources Committee
6. **Appraisals**
 - 6.1 Two members of Staffing Working Group should carry out the appraisal of the Clerk and the Clerk and a member of the Staffing WG should carry out the appraisals for the other members of staff.

- 6.2 Having given to Councillors the agreed objectives and targets for the current year the appraisals should be carried out against the agreed objectives.
- 6.3 Gain staff members' view of performance.
- 6.4 Discuss these views and agree targets for the following year.
- 6.5 Write an Appraisal Statement which can then be circulated to full Council.
- 7. Discipline:** To deal with discipline under the DPC Disciplinary Policy.
- 8. Grievance:** To deal with grievance under the DPC Grievance Policy.
- 9.** Carry out annual pay review in discussion with Resources Committee.
- 10.** The Clerk will arrange and manage holidays with the Chairman of Council or Chairman of Resources Committee via a holiday request sheet. Other staff should arrange holidays with the Clerk. The Clerk should maintain an annual holiday log.
- 11.** The Council will monitor aggregated hours by use of monthly timesheets to ensure that peaks of work can be covered and authorise any overtime to cover the budget and precept preparation work. The timesheets will be attached to monthly salary payments.
- 12.** To keep staff working conditions under review.

Adopted: 19th July 2023