

# WICKHAM MARKET PARISH COUNCIL



## STAFFING AND PERSONNEL COMMITTEE: TERMS OF REFERENCE

### **Authority:**

The Staffing and Personnel Committee is appointed by, and solely responsible to Wickham Market Parish Council. The Committee's duties are defined and agreed by Full Council, which may vote, at any time, to modify the Committee's powers. Meetings are to be held as and when required.

### **Membership:**

The Committee will consist of no fewer than three Parish Councillors and a Chair will be appointed by the Parish Council to preside over each and future meetings. Any member of the Committee can preside by agreement in the Chairman's absence. A quorum will be a minimum of three members appointed to the Committee. The Chairman of the Parish Council will have automatic membership and full voting rights. The Committee members may nominate Councillors to act as substitutes to ensure that all meetings are quorate. All members of the Staffing and Personnel Committee are to be Parish Councillors.

All other members of the Parish Council have the right to attend the meeting and make representations on the matters being discussed within the Public Forum. However, it should be recognised that much of the work of the Staffing and Personnel Committee is confidential in nature, therefore non committee members will be excluded for these items.

### **Records of Proceedings:**

The committee will meet when required and minutes will be prepared and kept in a confidential minute book.

### **Responsibilities:**

The committee is an advisory committee who will put recommendations to the Full Council for approval. Responsibilities include:

- Managing all Recruitment
- Submitting proposals for salaries and conditions for all staff to the Full Council
- Act as line management for the Parish Clerk which includes regular appraisals.
- Manage any grievance of disciplinary processes on behalf of the council.