

**Staffing Working Group Terms of Reference**

<b>Membership</b>	At least 2 members of the Parish Council for Staffing:  Other Councillors may attend meetings of the Working Group.
<b>Requirement</b>	Members must be willing to provide support to all employees and have an understanding of financial matters.
<b>Terms of reference</b>	The remit of the Staffing Working Group shall be: – <ul style="list-style-type: none"> <li>• To be responsible for all employment matters;</li> <li>• To oversee the job descriptions and terms and conditions of employment of all members of staff;</li> <li>• To oversee and review all relevant policies required for Nunney Parish Council as an employer;</li> <li>• To have delegated powers for the implementation of the Council’s Grievance, Discipline and Complaints Procedures and to conduct formal hearings (not appeals) which arise under these policies;</li> <li>• To oversee the appraisal process;</li> <li>• To give consideration to all matters relating to:             <ul style="list-style-type: none"> <li>○ Terms of employment of staff</li> <li>○ Conditions of service of staff</li> <li>○ Welfare of staff</li> <li>○ Training of staff</li> </ul> </li> <li>• To keep under review employees’ contracts of employment and examine the Council’s responsibilities under Health and Safety at Work;</li> <li>• To discuss and recommend issues relating to staffing levels and re-grading, pay levels and staffing structures;</li> <li>• To formulate and review procedures for the selection and recruitment of staff and make the necessary arrangements for the interview and appointment of staff as required</li> </ul>
<b>Delegated powers</b>	The Committee is not authorised to make decisions on behalf of Nunney Parish Council with regard to all aspects in the Terms of Reference
<b>Referred business</b>	All matters involving a financial decision must be approved by the full Parish Council
<b>Frequency of meetings</b>	Periodic
<b>Approved &amp; adopted</b>	by Parish Council resolution on: Monday 2 <sup>nd</sup> October 2023