

# EASINGTON PARISH COUNCIL

## HR STAFFING COMMITTEE TERMS OF REFERENCE

### Purpose of the committee

This committee is appointed to make decisions about all staffing matters, subject to budget and expenditure limits.

### Terms of Reference

1. To establish and keep under review the staffing structure.
2. To draft, implement, review, monitor and revise policies for staff.
3. To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review.
4. To oversee the recruitment and appointment of staff.
5. To arrange execution of new employment contracts and changes to contracts.
6. To establish and review performance management (including annual appraisals) and staff training programmes for staff.
7. To oversee any process leading to dismissal of staff (including redundancy).
8. To keep under review staff working conditions, and health and safety matters.
9. To monitor and address regular or sustained staff absence.
10. To consider any appeal against a decision in respect of pay.
11. To consider a grievance or disciplinary matter (and any appeal).
12. To supervise and performance manage the Clerk's work, to administer leave requests, record and monitor absences, and handle grievance and disciplinary matters and pay disputes.
13. The Committee to meet 6 monthly.
14. The Committee has Delegated Powers to make decisions on Staffing under LGA 1972, s101 and s102, but will report back to Full Council on decisions made.
15. The above Terms of Reference were adopted at the Annual meeting of the Parish Council on 02 May 2024.