



## LISS PARISH COUNCIL

### Staff Committee

#### Membership and Terms of Reference

##### Membership

Membership will comprise of the Chair and Vice Chair of the Council, the Chair of the Finance Committee and the Chair of the Facilities Committee. Other councillor members may be co-opted from time to time for specific projects, grievance or disciplinary hearings, interviewing or as deemed necessary.

##### Quorum for Meetings

A quorum of the sub-committee will be three voting Members.

##### Chairing of the Committee

The Chair of the Committee will be the Chair of the Council or in their absence the Vice Chair.

##### Voting in Meetings

Each member will have one vote; the Chair of the Committee will have a second and casting vote in the event of an equality of votes.

Voting will normally be on a show of hands. At the request of a Councillor Member the voting shall be recorded so as to show whether each Councillor present and entitled to vote gave their vote for or against that question or abstained from the vote.

Co-opted members will have voting rights on matters relating to the co-option.

##### Rules of Debate

The rules of debate as set out in the Council's Standing Orders will apply.

##### Duties of the Committee

Responsibilities will include:

- The annual review of staff appraisals.
- Annual review of staffing requirements for the upcoming three years with particular reference to future retirements, ill health, succession planning and requests for flexible working.
- The recruitment of staff subject to not increasing the Council's manpower budget without specific reference to Council.
- The agreement of employment contracts.
- The review of staff rates of remuneration.
- The annual review of staffing policies to ensure operational compliance as well as being updated in line with employment legislation.
- The identification of any staff development or training needs.
- Dealing with internal staff grievance and disciplinary matters, dealing with informal staff grievances, informal disciplinary matters and holding formal grievance and disciplinary and

appeals including authority to dismiss without prior reference to Council in accordance with legislation and the Council's procedures.

- To make recommendations to the Finance Committee or Council for the provision of any staff training, development, recruitment costs for either budgetary planning or immediate expense as required.

#### Frequency of Meetings

The Committee will meet a minimum of twice a year. Other Meetings shall be called by the Chair of the Committee as necessary.

*Reviewed and amended by Staff Committee on 8<sup>th</sup> April 2024.*

*To be formally approved by Liss Parish Council on 20<sup>th</sup> May 2024.*

*To be reviewed annually.*