

Appendix 1 to Finance & Risk Committee Meeting 25 July 2022
Keyworth Parish Council

TERMS OF REFERENCE FOR THE STAFFING SUB-COMMITTEE

(Sub-Committee appointed by the Finance & Risk Committee)

1. Membership of the Sub-Committee

- a. Subject to 2c below, the sub-committee shall comprise the chair of the Finance & Risk committee (i.e. the Parish Council chair) in addition to three other members of the Council to be confirmed every year at the Finance & Risk meeting following the Annual Parish Council meeting.
- b. Any changes in membership of the sub-committee after the Finance & Risk meeting following the Annual Parish Council meeting shall be subject to approval at the next Finance & Risk meeting.
- c. The quorum of the sub-committee shall be three of its members.

2. Chair of the Sub-Committee

- a. Subject to 2b below, the sub-committee shall be chaired by the chair of the Parish Council.
- b. The sub-committee may elect a vice-chair annually if it so wishes or for the duration of any one meeting of the sub-committee at which the chair is not in attendance.
- c. On election of a new Parish Council chair, the outgoing chair, if still a Council member, shall, if not confirmed as a member of the sub-committee in accordance with 1a above, remain a member of the sub-committee for a period of six months from the date of the meeting at which the new Parish Council chair was elected.

4. Minutes of Sub-Committee Meetings

- a. Meetings shall be minuted by a member of staff or a member of the sub-committee.
- b. The minutes of each meeting of the sub-committee shall be made available for scrutiny at the next meeting of the Finance & Risk committee.

5. Powers of the Staffing Sub-Committee

- a. The sub-committee may make any decisions on staffing matters which the Finance & Risk committee is empowered to make, subject to the following provisos:
 - The Council's overall payroll budget not to be exceeded by more than 1% as a result of such decisions.
 - In the event of a staff vacancy, the cost of advertising not to exceed £250.
 - Any other expenditure authorised by the sub-committee (e.g. fees for legal advice) not to exceed £500 in total in any one financial year.

6. Responsibilities and Areas of Operation of the Staffing Sub-Committee

- a. To establish and keep under review the staffing structure of the Parish Council in consultation with the Finance & Risk committee.
- b. To establish and review salary pay scales for all categories of Parish Council staff and to be responsible for their administration and review.
- c. To recruit and appoint Parish Council staff.
- d. To arrange execution of new employment contracts and changes to contracts.

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- e. To establish and review performance management and staff programmes as appropriate.
- f. To oversee any process leading to dismissal of a member of Parish Council staff including redundancy.
- g. To keep under review staff working conditions.
- h. To monitor and address regular or sustained staff absence.
- i. To consider any appeal against a decision in respect of pay.
- j. To consider grievance or disciplinary matters (and any appeals).
- k. To consider any problems referred to the sub-committee by or on behalf of individual members of staff.