

# Ruyton XI Towns Parish Council

## Staffing Sub-Committee – Terms of Reference

Adopted : October 2024  
May 2025

Next Review Date :

### Function

The Sub-Committee performs the Human Resources function for the Parish Clerk and any other personnel directly employed by the Parish Council.

This function includes (but is not limited to) recruitment, performance appraisal, grievance handling and disciplinary processes.

### Responsibilities

- To ensure any vacancies are advertised.
- To interview candidates and evaluate them according to the job specification and ensure the council's Equal Opportunities policy is adhered to. The preferred candidate to be proposed to the Full Council for agreement to send an Offer of Employment.
- To coordinate the handover to new employees and ensure an induction process is followed.
- To discuss training needs with employees in accordance with the council's Training Policy and propose expenditure on training courses to Full Council
- To perform employee appraisals at least annually. Any promotions or salary increases must be proposed to the Full Council in confidential session for agreement.
- To approve employee holiday requests and be the recipients of any notification of sickness or other absence.
- To handle any grievances raised by the employee in accordance with the council's Grievance Policy
- To review and revise employment policies according to agreed schedule and make recommendations to Full Council
- To review and revise as necessary any employment contracts, job descriptions, and person specifications for staff

## Members

The sub-committee shall be appointed at the Annual Meeting of the parish council. The Councillor members will be confirmed/appointed. The sub-committee can be dissolved by the parish council at any time.

The sub-committee must appoint one Councillor member who is the Chair/Convener of the group. This person will have the responsibility of reporting back to the full Parish Council. The group may devise other internal means of operation as are most suited to its function and allocate other necessary roles for its members.

Members of the sub-committee are expected to familiarise themselves with and adhere to the council's Code of Conduct and Dignity at Work policies.

### Current Members

- Kerry Coldwell (Chair)
- Mervyn Eyles
- Tamarin Bibow

## Delegated Powers

The Sub-committee has no delegated power to make decisions nor to incur expenditure. These powers are retained by the Full Council.

The Sub-committee is assigned the Responsibilities listed on this Terms of Reference. Any new roles in co-ordinating activities or implementing projects must be authorised in advance by the Parish Council.

The Sub-committee must comply with the Ruyton XI Towns Communications, Press and Social Media Policy. Any formal communication with the public must be through the Parish Clerk as Proper Officer and , if necessary, agreed by Full Council.

## Meetings

The Sub-committee will meet as often as needed but at least twice in the council year.

Meetings may be in person or through teleconferencing. Site/supplier visits may also be required.

Meetings do not require minutes (although these may be produced if they assist management within the group) but a written report must be submitted to the Parish Clerk for any month where a meeting has occurred.

Meetings do not have a quorum however any proposals or representations made to the full council must have the support of the majority of all Sub-committee members