

# Rowlands Castle Parish Council

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## Staffing & Remuneration Committee

Created by Council on 11 January 2016

### Terms of Reference

agreed by Council on 1 February 2016,  
and updated by Council on 9 May 2016 and 8 May 2017

Whilst in theory open to the public, due to the sensitive and personal nature of much of its business, it is expected that this committee will largely be conducted in confidential session.

#### Membership

Membership will comprise four councillors excluding the Chair and Vice Chair of the Council. Other councillor members may be co-opted from time to time for specific purposes, grievance, disciplinary hearings or recruitment interviewing.

#### Quorum for meetings

The quorum will be three voting members

#### Chair of the Committee

The Chair will be elected by the Committee on an annual basis

#### Voting in meetings

Each member will have one vote. The Chair of the Committee will have a casting vote in the event of a tie.

Voting will normally be by show of hands. At the request of a councillor member when the vote is taken, the names of councillors who voted "for", "against" or abstained a motion shall be recorded.

Co-opted members will have voting rights on matters relating to their 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:

- Line management of the Clerk,
- Conducting the Clerk's annual appraisal, including setting and reviewing the Clerk's annual performance objectives,
- Reviewing other staff members' appraisals, after they have been conducted by the line manager and nominated councillor (where appropriate),
- Reviewing staffing requirements, paying regard to future requirements, and individual members of staff's circumstances, including flexible working,
- Where appropriate, the recruitment of any temporary staff,
- Ensuring appropriate staff contracts of employment are in place ,
- The annual review of staffing remuneration, including pension-related matters, for submission to Council,
- The review of employment policies on a regular basis, at least annually or when employment law changes require, to ensure compliance with current legislation,
- Ensuring staff development and training needs are addressed, making appropriate recommendations to Council,
- The establishment and overview of a Grievance Policy for employees, including procedures for dealing with staff grievances and disciplinary matters,
- Consideration of the prospective dismissal of a member of staff, subject to final decision by Council.

## **Frequency of meetings**

The Committee will meet a minimum of twice a year. Other meetings may be called by 2 Committee members, as appropriate.