


Congresbury Parish Council

Staffing & Administration Committee

Terms of Reference

Date of adoption by Parish Council	13 th May 2019	Next review date	May 2020
Signature of Chairman of Parish Council		Policy reference	005/TOR/S&A

General

The Committee must at all times consider its duty to, equal opportunities (race, religion, gender, sexual orientation, marital status, age and any disability), crime and disorder, health and safety and human rights.

Following Standing Order 4 d (V) the Committee can appoint any Councillor as a substitute member to this committee with voting rights for any meeting. The role of a substitute member is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend.

Committee responsibilities

In accordance with Council Policy this Committee has delegated responsibility for all matters relating to staffing and administration of Parish Council duties. The Committee will consider and make decisions and if necessary refer to Full Council for endorsement.

1. To be the focal point of all staffing and administration issues and monitoring arrangements.
2. To conduct a review of contracts, staffing policies and procedures on a regular basis.
3. To ensure that all staff have an annual appraisal.
4. To approve job descriptions and take a lead on the recruitment and selection of staff.
5. To have a minimum of two meetings per Council year provided that there are matters to consider.