

## Odcombe Parish Council

### Staffing Committee

#### Terms of Reference

1. The Staffing Committee is a committee of the Full Council and shall operate within the terms of reference set by Odcombe Parish Council.
2. Full Council to determine the appointment of members from time to time.
3. The quorum shall consist of 3 (three) members.
4. All committee meetings shall be open to the public, except that the committee may resolve to exclude the press and public to deal with confidential items as permitted by legislation.
5. Notes of a meeting may be taken by the Clerk, if present, or a member of the Committee.
6. The Committee shall **consider and determine** all matters relating to the Clerk directly employed by Odcombe Parish Council, Personnel Policies, Performance Management including assessment of sick leave, approving annual leave and other forms of leave, overseeing the recording of information relating to staff matters such as time keeping, redundancy policies, proposed changes to the terms and conditions of contracts, proposed changes to remuneration and employment.
7. The Clerk will be able to attend meetings of the committee and contribute except where the meetings deal with confidential matters relating to the Clerk. The Clerk will not have a vote.
8. The Committee to have a regular programme for Member Development to ensure that skills are updated to ensure the effective running of the Council.
9. The Committee to ensure that the Clerk has regular training as appropriate.

Adopted 15<sup>th</sup> May 2017