

NAME OF COMMITTEE	Staffing
<b>MEMBERSHIP</b>	5 members of the Parish Council
<b>REQUIREMENT</b>	Members must be willing to provide support to the Clerk and employees.
<b>TERMS OF REFERENCE</b>	<p>(i) To give consideration to all matters relating to:</p> <ul style="list-style-type: none"> <li>(a) Terms of employment of staff</li> <li>(b) Conditions of service of staff</li> <li>(c) Welfare of staff</li> <li>(d) Training of staff</li> </ul> <p>(ii) To keep under review employees' contracts of employment and examine the Council's responsibilities under Health and Safety at Work;</p> <p>(iii) To discuss and recommend issues relating to staffing levels and re-grading, pay levels and staffing structures.</p> <p>(iv) To formulate and review procedures for the selection and recruitment of staff and make the necessary arrangements for the interview and appointment of staff as required.</p> <p>(v) To deal with any staff matters referred by The Clerk.</p> <p>(vi) To review the employee handbook, equal opportunity statements and</p> <p>(vii) To consider any other matters delegated to the committee by the full Parish Council.</p> <p>(viii) 3 members of the Staffing committee can meet to deal with an emergency or situation that cannot wait for a full Staffing committee meeting to be called and the matter is reported back to the Staffing committee as soon as possible.</p>
<b>DELEGATED POWERS</b>	The Staffing Committee are authorised to make decisions on behalf of Paulton Parish Council. The overall purpose of this committee is to effectively and efficiently discharge the Council's duties as an Employer.
<b>REFERRED BUSINESS</b>	All matters involving a financial decision must be approved by the full Parish Council.
<b>QUORUM</b>	3 members of the committee
<b>FREQUENCY OF MEETINGS</b>	Ad hoc basis