

# Acton Burnell, Frodesley, Pitchford, Ruckley and Langley Parish Council

## Staff Appraisal Committee Terms of Reference

These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders and/or Financial Regulations.

### 1. Membership of the Staff Appraisal Committee

- a. The committee shall comprise three members or the Parish Council, to be confirmed every year at the Annual Parish Council meeting.
- b. Where possible there should be a gender balance on the Committee.
- c. Any changes in membership of the committee following the Annual Parish Council meeting shall be subject to approval at the next Parish Council meeting.
- d. The quorum of the committee shall be three members. The chair has the casting vote.

### 2. Chairperson

- a. The chairperson of the committee shall be determined at the Annual Parish Council meeting.

### 3. Conduct of Meetings

- a. All meetings of the committee will be convened in accordance with the Parish Council's Standing Orders.
- b. Committee meetings will be held on an 'as required' basis but at least once a year to carry out the Clerk's Annual Appraisal. Meetings shall be convened by the calling of a meeting by the Clerk as directed, or by any member of the committee via written request to the chairman at any time.
- c. All meetings of the Staff Appraisal Committee will exclude the press and public, under the Public Bodies (Admission to Meetings) Act 1960, due to the confidential nature of the business to be transacted.
- d. Closed sessions of a committee meeting will be minuted and available for the public – in brief – but the confidential information relating to employees will only be available to the Committee and the member of staff to which it may refer.
- e. The chair shall have the power to invite other individuals to attend any meeting if deemed appropriate to the order of business.

### 4. Powers of the Staff Appraisal Committee

- a. The committee will make recommendations on personnel matters to the full Parish Council, having due consideration to the Parish Council's total budget for staff expenditure.
- b. In the absence of a Staff Appraisal Committee meeting or recommendation, decisions regarding staffing and personnel may continue to be made at a full Parish Council meeting.
- c. The Parish Council Chairman shall remain responsible for the day to day line management of the Parish Clerk.

### 5. Responsibilities and Areas of Operation of the Staff Appraisal Committee

- a. To establish and review salary pay scales for all Parish Council staff and to be responsible for their administration and review.
- b. To arrange execution of any changes to staff contracts.

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- c. To carry out the annual Performance Appraisal of all Parish Council staff.
- d. To refer any actions which require disciplinary proceedings against staff to the Staff Grievance Committee.
- e. To keep under review staff working conditions health and safety matters.
- f. To keep up to date with developments in employment law.
- g. To monitor and address regular or sustained staff absence.
- h. To establish a programme of training for employees such as will encourage professional advancement and make recommendations for expenditure to support these goals.

## **6. Review of these Terms of Reference**

- a. The committee shall undertake an annual review of these Terms of Reference, and recommend any changes needed to the Parish Council at the Annual Parish Council meeting.