

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

## Staff Recruitment 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 Recruitment 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. 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 Recruitment 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 Recruitment Committee

- a. The committee will prepare documents relating to the advertisement and recruitment of Council jobs including job adverts, application forms, person specifications and contracts.
- b. The committee will advertise Council jobs as necessary for recruitment. Any costs involved in advertising must be authorised by a full Council meeting.
- c. The committee will receive and assess job applications and select and interview candidates.
- d. The committee will make the decision on which candidates to employ and formally offer them employment.
- e. The committee will decide what pay scale is appropriate as starting salary for the new member of staff, having due consideration to the Parish Council's total budget for staff expenditure.

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

- f. In the absence of a Staff Recruitment Committee meeting or recommendation, decisions regarding staffing and recruitment may continue to be made at a full Parish Council meeting.

## **5. Responsibilities and Areas of Operation of the Staff Recruitment Committee**

- a. To recruit, interview and employ new members of staff when required by full Council to do so.
- b. To report back to full Council on any recruitment actions and decisions.

## **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.