

HEADCORN PARISH COUNCIL

The Parish Office, Headcorn Village Hall, Church Lane, Headcorn, TN27 9NR
Tel: 01622 892496 Email: clerk@headcornpc.org.uk



Objective The Staffing Committee is constituted as a Standing Committee of the Full Council and is appointed to make decisions about all staffing matters subject to budget and expenditure limits decided by the Full Council.

1. The Committee will be appointed at the Annual Meeting of the Parish Council each May
2. The Chairman and Vice Chairman of the Full council will be members of the committee.
3. The Committee will elect a Chairman at its first meeting.
4. The Quorum for a meeting will be a minimum of three Councillor Members
5. The Committee will meet as and when required with a minimum of 3 days clear notice given
6. An independent minute taker will be recruited for this Committee, where appropriate
7. All correspondence should be conducted through the Clerk unless it refers to the Clerk in which case it should be conducted through the Chairman of the Committee.

Rights and Powers

8. The Committee will have power to spend limited to amounts for individual budget headings approved by the Full Council
9. The Committee will have the power to make decisions regarding all staffing issues

Responsibilities.

10. To devise and renegotiate the Clerk's contract as needed to reflect the Council's changing requirements and situation
11. To agree the Clerk's job description to reflect the Council's changing requirements and situation.
12. To ensure that the Parish Office is equipped to provide a safe and effective working environment for the Clerk and others who may need to use it in order to conduct the business of the Parish Council.

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13. To supervise and performance manage the Clerk's work; to administer his/her leave requests; record and monitor his/her absences; handle grievance and disciplinary matters; administer appraisals and reviews
14. To devise all Policies and Procedures relating to staffing.
15. To monitor the Clerk in her role as line manager to the Council's lengthsman. The Clerk is responsible for the performance management, supervision, health and safety, and recommendations regarding all forms of pay awards in respect of the lengthsman
16. To set an expenses policy for the Clerk and the lengthsman.

Training

17. To promote the continuous professional development and training of the staff in consultation with him/her or their line manager by way of coaching, mentoring and specified training courses.

Other

18. These terms of reference are to be reviewed as required.

Caroline Carmichael
Clerk
8th June 2018