

Hartpury Parish Council

Staffing and Safety Committee Terms of Reference

1. Objective

The objective of the Committee is to ensure that all aspects of employment and health and safety legislation in relation to the Council's activities are observed.

2. Membership

The Committee shall consist of three Parish Councillors. The quorum for the Committee shall be three. The Chairman, Vice-Chairman and a third member of the Committee are to be elected annually by the Parish Council at the first meeting after the Annual Meeting of the Hartpury Parish Council and shall hold office until the next Annual Meeting of the Hartpury Parish Council.

If the numbers of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chair may fix.

3. Areas of Responsibility

The Committee is delegated authority from Hartpury Parish Council to:

- Approve job descriptions, application and interview processes;
- Undertake selections and interviews and make recommendations to the Full Council to appoint individuals to posts or appoint such individuals to posts directly where authority to do so has been delegated by the Full Council;
- Ensure terms and conditions of employment are fully detailed in any offer letter or employment contract;
- Review, agree and award pay awards, terms and conditions and undertake job evaluations (to an annual budget agreed by the Full Council);
- Undertake annual appraisals/development reviews and approval of probationary periods;
- Act as the Council's Grievance and Disciplinary Panel;
- Draft any employment policies required by the Parish Council for Full Council approval;
- Agree staff training and equipment for safe working (to an annual budget agreed by the Full Council);
- Agree annual holiday leave, time off in lieu and sick leave for staff;
- Develop and review the Council's Health and Safety Policy for approval by Full Council;
- Develop, agree and review risk assessments for all areas of the Parish Council's work;
- Ensure the Council complies with all other requirements relating to Health and Safety and Employment legislation.

All powers shall be exercised in accordance with the Standing Orders, any policy adopted, or directions given, by the Hartpury Parish Council.

4. Meetings

The Parish Clerk or the Chair will call Committee meetings as and when necessary to ensure that matters relating to staffing and safety are dealt with. Minutes of all meetings will be recorded by the Parish Clerk or any member nominated at the meeting and noted at Full Council meetings.

5. Review

These terms of reference are to be reviewed annually in May or sooner if required.