

Council	5 June 2017
Report from the Council's Staff Group	EMPLMNT\ 1718\ 001

Terms of Reference – Staff Group (2017)

Report Date	Monday, 29 May 2017
Lead Councillor	Parish Councillor Sam Lain-Rose
Report Author	Sam Lain-Rose
Classification	Public

Report Type	For Approval
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This report makes the following recommendation(s):

1. The Council approves, in accordance with Standing Order 4(d), the Terms of Reference (Appendix A) for the Employment Group (formally known as the Staff Group), to come into effect from 6th June 2017.

This report relates to the following legislation, policies, procedures and/or strategies:

) Standing Order 4(d) – The Council may appoint informal discussion groups as may be necessary from time to time and shall determine their terms of reference.

1. PURPOSE OF THE REPORT

1.1 The Council, on 6th February 2017, noted that Councillor Lain-Rose was reviewing and working on terms of reference for Parish Council groups. (Min Pages 1592 and 1593).

2. INTRODUCTION AND BACKGROUND

2.1 The Staff Group was formed based on a suggestion made by Councillor Silkin to the Council on 18th May 2015, which was to establish a group to deal with staff issues. (Min Page 1436).

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- 2.2 The Strategy & Policy Group submitted a report to the Council, on 6th July 2017, which including establishing a Group to deal with staff issues. Councillors Buller, Kelly, Lain-Rose, Manning and Perry. (Min Page 1449).
 - 2.3 The Council has not formally adopted Terms of Reference for this Group previously.
 - 2.4 The Staff Group discussed the draft terms of reference for the respective group at their meeting on 8th May 2017. Councillors Buller, Lain-Rose, Manning, Perry and Silkin were happy with the drafting and recommended them for approval to the Full Council. This was agreed by all members. (Meeting Notes 17-007).
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3. AVAILABLE OPTIONS

- 3.1 The Council agrees to the Terms of Reference (Appendix A) for the renamed Group, from Staff Group to Employment Group.
 - 3.2 The Council resolves that they wish to see amendments to the proposed draft of the Terms of Reference and for the Staff Group to review these comments and submit a revised version for approval to the Council.
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4. PREFERRED OPTION AND REASONS FOR RECOMMENDATION

- 4.1 The preferred option is 3.1 above; the Council agrees to the Terms of Reference (Appendix A) for the renamed Group, from Staff Group to Employment Group.
 - 4.2 The key reason for this preferred option is that the Group will provide vital support to the Council on employee related matters.
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7. REPORT APPENDICES AND BACKGROUND PAPERS

The following documents are to be published with this report and form part of the report:

- 7.1 Employment Group's Terms of Reference 2017 (Appendix A)
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Terms of Reference 2017 Employment Group

1. PURPOSE

The purpose of the Employment Group is to make recommendations to the Council and deal with employment and staffing matters.

2. REVIEW POINT

The Terms of Reference of the Group may be reviewed at any time by Staplehurst Parish Council to ensure they remain appropriate for the requirements of the Parish Council.

3. SCOPE OF ACTIVITIES

- (a) To review the pay and conditions of employment of the employees and to update these as necessary to comply with the law and with good practice.
- (b) To recommend the staffing levels necessary to effectively discharge the work required by the Council and to review workloads periodically. Where necessary, oversee the recruitment and selection process.
- (c) To review and monitor the health and safety of employees by providing working spaces, tools and equipment and ensure training is facilitated to safeguard their health and safety at work.
- (d) To undertake reviews of working practices and procedures of the Council.
- (e) To undertake regular staff appraisals of both employed and self-employed staff.
- (f) To undertake reviews of risk assessments for all employees and volunteers, as necessary.
- (g) To devise and negotiate employment contracts with employees to reflect the Council's requirements and situations, recommending to the Council for approval.
- (h) To review and formulate job descriptions to reflect the Council's requirements and situations.
- (i) To formulate all policies and procedures relating to employees. Working with the other Groups, where necessary for recommendation to the Council.
- (j) Take up any additional tasks assigned to it by the Council, as appropriate.

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4. MEMBERSHIP

- (a) The maximum number of Staplehurst Parish Councillors should be 7, appointed by the Council.
- (b) The Group can only consist of Staplehurst Parish Councillors.
- (c) The membership of the Group will be ratified by the Council and may be reviewed at any time by Staplehurst Parish Council.

5. LEAD COUNCILLOR

Group members, at the first meeting following their appointment, will agree amongst themselves who will be the Lead Councillor for the following year.

6. REPORTING

The Group will report to the Council on a regular basis. The Group will provide a Report with specific recommendation providing sufficient detail to enable the Council to make informed decisions.

7. POWERS

- (a) The Employment Group is established as a working group of the Parish Council in accordance with Standing Order 4d. It may therefore inform, advise and make recommendations to the Council but it has no power of commitment except as set out below in 7(b) below.
- (b) The exception to 7(a), is where the Council has delegated powers and/or authority for a specific purpose, or as otherwise allowed by provisions of the Council's Standing Orders and Financial Regulations.