

Fenstanton Parish Council

Finance and Constitution Committee

TERMS OF RERERENCE

These terms are supplementary to, and do not override, the Parish Council's Standing Orders or Financial Regulations.

This Committee is appointed under s.101(2) of the 1972 Act.

1. Membership of the Staffing Committee

The committee should consist of the Chairman and a minimum of three other appointed councillors. The Committee will be subject to reconstitution annually at the Annual Parish Council Meeting.

2. Meetings

a. The Committee will meet as and when required.
b. This Committee Meeting will be called in line with FPC's Standing Orders and Financial Regulations.
c. The Public and Press may not be admitted to these meetings as "In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item".
d. In respect of convening ordinary meetings of the Staffing Committee, the Committee Chairman in consultation with the Clerk, may determine the date and time of its meetings.
e. The Clerk or other appropriate officer will record meetings.
f. Standing Orders on rules of debate and all other matters shall apply.
g. Quorum shall be no less than three.
h. This Committee does not regulate or control finances of the Council.

3. Purpose of Committee

The Staffing Committee is established to act on the Council's behalf with matters of employment. To manage and support the employees of the Parish Council including recruitment and welfare. The following responsibilities apply:

a. To review staffing structures and levels and make recommendations to the Council.
b. To agree and review annually contracts of employment, job descriptions, person specifications for staff and to annually review the Clerk/RFO and Assistant Clerk performance, to be reported to Council.
c. To review staff salaries, pensions, and terms of conditions and make recommendations to Council.
d. To appoint, from the Full Council members, a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include at least three members in the case of appointment plus the Clerk.

e. To appoint, from the Full Council, members to act as a disciplinary panel as set out in the Council's Disciplinary Policy, and as an appeals panel in the case of any appeal against disciplinary action.
f. To appoint from the Full Council, members to hear any formal grievance, as per the Council's Grievance Policy.
g. To review health, safety and wellbeing at work for all Council employees.
h. To review all Council polices that relate to staff employment on an annual basis.
i. To ensure the Council complies with all legislative requirements relating to the employment of staff.

4. Reporting and Accountability

The Committee will only have the power to make recommendations which will be ratified at the next full meeting of the Parish Council.

Document History

Version	Action	Author	Date
1.00	Draft prepared	Fenstanton Parish Council	6.3.2025
1.01	Amended Full Council	Sarah Barber/Michael Collison	8.1.2025
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