

# ICKLESHAM PARISH COUNCIL

## STAFFING WORKING GROUP

### Terms of Reference:

#### **1. Constitution:**

- 1.1. The Working Group shall consist of five (5) members – the makeup of which shall consist of preferably (1) member from each ward and the Chairman (and Vice Chairman if the Chairman cannot attend) of the Council who is an ex officio member. Where a ward member does not wish to be on the group, another ward member shall be nominated from the Full council.
- 1.2. The Parish Clerk or their Deputy will also be in attendance.
- 1.3. When appropriate, an external advisor shall be present.
- 1.4. The working group Chairman shall be elected from the elected members of the working group at the first meeting following the Annual Meeting of the Parish Council.
- 1.5. The quorum shall be three (3) members (not including those debarred by reason of a declared interest).

#### **2. Purpose:**

- 2.1. To review staffing matters.
- 2.2. To develop, monitor and review the following:
  - 2.2.1. Appropriate Staffing levels, quality and quantity of work to ensure a quality service to the council, council partners and the local community and to ensure the health, safety and wellbeing of its officers.

#### **3. Key Objectives:**

- 3.1. Ensure appropriate staffing levels to deliver a quality service.
- 3.2. Review pay and conditions of employment (using the National Joint Council for Local Government Services (NJC) as agreed by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC) and the Terms and Conditions for Clerks in line with the model arrangements) and update these as necessary to comply with the Law and good practice.
- 3.3. Recommend new, amended and varied policies, guidance, operating procedures to full council for adoption.
- 3.4. Arrange to carry out the annual appraisal of the Parish Clerk.

#### **4. Delegated Powers:** None

Adopted by Full Council: Oct 2015

Minute Reference: 15/227

Review Date: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_