

# 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 shall consist of up to six Councillors appointed at the Annual Meeting of the Parish Council each May.
- 2 The Chairman and vice chairman of Headcorn Parish Council will be ex - officio members unless they are committee members.
- 3 The Committee will elect a Chair from Councillor Members at its first meeting after the Annual Meeting of the Parish Council.
- 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 oversee the appointment of all staff
- 11 To devise and renegotiate the contracts for the Clerk & Assistant Clerks as needed to reflect the Council's changing requirements and situation.
- 12 To agree the job descriptions for the Clerk & Assistant Clerks to reflect the Council's changing requirements and situation.

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- 13 To ensure that the Parish Office is equipped to provide a safe and effective working environment for the staff and others who may need to use it to conduct the business of the Parish Council.
- 14 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.
- 15 To devise all Policies and Procedures relating to staffing.
- 16 To monitor the Clerk in his/her role as line manager to the Assistant Clerks and 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 Assistant Clerk and lengthsman.
- 17 To set an expenses policy for the Clerk, Assistant Clerks and the lengthsman.

## **Training**

- 18 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**

- 19 These terms of reference are to be reviewed as required.