



BARBY & ONLEY PARISH COUNCIL NORTHAMPTONSHIRE

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Barby & Onley Parish Council STAFFING WORKING PARTY Terms of Reference

REMIT: The Working Party is responsible for the employment and welfare of the Clerk and for supporting/advising the Clerk in managing of all other employees.

1. The Working Party will consist of 4 councillors, with a quorum of 3. The make-up will be determined by the Parish Council, which will also determine if it is necessary for a staff member to be appointed to assist with the legality of its recommendations.

Members of the Working Group to be appointed at the Annual meeting of the Parish Council.

The working party may invite members of the public to attend meetings in an advisory capacity on an ad-hoc usually temporary basis.

2. At its first meeting the working party members shall:

- a. Review these Terms of Reference for approval as appropriate.
- b. Appoint an elected member as Lead Member/Chairman who should ensure all the working group's members are kept informed and involved with progress and act as the primary reporting channel back to the Parish Council.

3. In line with the task set by the Council, the purpose and remit of the working party is:

- a. Recruitment of a Clerk to the Parish Council
- b. Assist and support the Clerk with recruitment of any other staff when required
- c. Carry out Clerks Appraisal
- d. Deal with any grievances that may arise
- e. to support Employees in all employment matters

4. The group does not have delegated powers to make decisions on behalf of Parish Council nor should it exceed its purpose and remit (above) without the Parish Council sanction to a change to this Terms of Reference

5. The group reports to the Parish Council

- a. The group shall provide timely reports to the Parish Council in the following manner:
 - i. The Lead Member will ensure the Clerk is kept informed of each meeting and will provide notes of all meetings within 2 weeks of the meeting taking place.
 - ii. Recommendations will be provided in writing including detailed reasons at least 10 days in advance of the Parish Council's next scheduled meeting to ensure they are listed appropriately and timely on the relevant meeting agenda.

6. Meetings of the working group are not usually, but may be public meetings.

7. Staffing matters will usually be dealt with in closed session during Parish Council meetings as set out by The Public Bodies (Admission to Meetings) Act 1960 s1(2) which states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution."