

Milton Parish Council

Staffing Committee

Terms of Reference

Membership

- Membership of the Committee is four councillors + Ex Officio
- Membership of the Committee shall be determined at the Annual Meeting of the Council
- The Committee shall appoint a Chairman by election from members of the Committee at the first meeting following the AGM
- Councillors not on the Committee but wishing to attend may do so BUT do not have a vote

Quorum

The quorum necessary for the transaction of any business shall be **THREE**. If the number of Councillors who are members of the Committee (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned **or if continues no decision can be made**. Business not transacted shall be transacted at either the next full Council meeting or at the next meeting of the Committee or on such a day as the Chairman may fix.

Committee

- **The Committee hereinafter constituted shall direct the policy and general management of the affairs of the committee.**
- **The Committee may invite persons to meet with the Committee in an advisory capacity.**
- **Minutes shall be kept and shall enter therein a record of all proceedings and resolutions of the Committee.**
- **Should there be a case of equality in the votes, the Chair or appointed person will have the casting vote.**

Frequency of Meeting

The Committee shall meet as necessary to review all staffing matters and pay scales.

Notice of Meeting

The Clerk will call a meeting of the Committee at such time as agreed by the Committee or the Committee Chairman and publish the agenda following standard Council practice.

Minutes of the Meeting

Every meeting of the Committee shall be minuted and the minutes agreed by the Committee at its next meeting. The minutes shall then be published according to standard Council practice. Draft minutes may be published with the agreement of the Committee, so long as it is clearly indicated that they are draft and could be subject to change at a later date.

Area of Responsibility

The Staffing Committee has the delegated authority to:

- Make recommendations about pay scales to F&A committee
- Conduct annual staff appraisals (usually done by chair and clerk, although clerk's appraisal is usually done by chair and chair of full council)
- Review all staffing matters

Delegation of Powers

The Committee may spend up to its agreed delegated budget without recourse to Full Council on items or cost categories that have been budgeted. Virement can be made between cost categories if necessary. Any items that have not been budgeted for must be referred to full Council as soon as possible.

Noting delegation policy for the Clerk, the Chairman of the Committee and Clerk together with one other person serving on the Committee may approve spend within budget and for approved projects without referring to Full Council, for report in writing at the next available meeting.

Clerks Delegation of Powers

The Clerk may proceed with any project up to a limit of 1% annual precept once decision to proceed taken by Council or Committee

The Clerk may spend on any matter deemed as an emergency, up to 1% of annual precept in total under specified budget headings in any one reporting period

Document History			
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Reviewed by Clerk			
Draft to Council	4 Feb 2019	11	2
Council Approved			
Next Review	Feb 2020 or changes in legislation		

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