

Windlesham Parish Council

Staffing Sub-Committee – Terms of Reference

The role of the Staffing Sub-Committee is to consider all matters relating to the appointment and management of Council staff.

Membership of the committee will consist of a total of 5 members, to be made up of the Chair & Vice-Chair of Council, Chair and Vice-Chair of the Personnel Committee and at least one other nominated Councillor, ensuring that membership includes at least one representative from each village. All other Councillors may act as nominated substitutes.

1. Membership of the committee will be determined at the first meeting of the Personnel Committee, following the Annual Meeting of the Council in May and casual vacancies shall be filled from the membership of the Personnel Committee.

FUNCTIONS:

The committee shall:

Have delegated authority to undertake the full recruitment and employment process, as per the recruitment policy, including interviewing for all positions as determined by the Personnel Committee and to delegate responsibility to the Parish Clerk as they consider appropriate.

Delegated Spending Authority

In order to undertake its functions, the Staffing Committee is authorised to spend up to £2,000 per annum allocated from the HR and legal fees budget when such expenditure is agreed by a resolution of the committee. Expenditure requirements in excess of the authorised limit to be agreed in advance of expenditure commitment by resolution of the Personnel Committee.

The Chairman shall:

Agree the minutes of the Staffing Sub-Committee at the Personnel Committee meetings subject to approval.