

BUCKLAND AND CHIPPING PARISH COUNCIL

Committees and Working Parties

2024-2025

1. Staffing Committee

Membership: *[to be proposed 2nded and voted at APCM]*

Quorum: 3

Meetings: As required to ensure that Buckland and Chipping Parish Council complies with the requirements of employment law and follows best practice in providing good working conditions for staff

Terms of Reference:

The Staffing Committee will be responsible for the following:

- 1) The Chairman will be elected at the first meeting every year
- 2) Recruitment of Parish Clerk/ Responsible Financial Officer and other staff as required
- 3) Annual staff appraisal and development
- 4) Review of staff contracts
- 5) Review of staff and accommodation requirements
- 6) Management of rights relating to leave, time off and illness
- 7) To ensure the health and safety of all staff
- 8) To keep up to date with developments in employment law
- 9) The Staffing Committee will serve as the disciplinary or grievance panel
- 10) To agree the members to sit on an appeals panel to hear appeals against a decision on a grievance

Formal Written Report to Council: October and after any significant meeting.

2. Events Working Party

Membership: *[to be proposed 2nded and voted at APCM]*

Quorum: 3

Meetings: As needed to organise

Terms of Reference:

- 1) To provide overall co-ordination for BCPC Events
- 2) To provide event branding materials
- 3) To be responsible for the organisation and administration of stalls
- 4) To agree activities being organised
- 5) To be responsible for the organisation of food outlets
- 6) To liaise for the deployment of marquees plus lighting and heating, erection of banners, movement of tables, chairs and other items
- 7) To prepare a budget for BCPC to agree at full council

Formal Written Report to Council: January, July, November