



**Sprotbrough and Cusworth Parish Council**

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**Terms of Reference – Performance, Review and Staffing Committee  
Adopted 17<sup>th</sup> June 2021**

1. Background

- 1.1 This committee has been created by the Council to lead on performance and staffing matters of the Parish Council.

2. Membership

- 2.1 The committee shall consist of up to five Councillors who are appointed at the annual meeting of the Parish Council in May each year including a Chair and Vice Chair. The Chair and Vice Chair shall not be the Chair or Vice Chair of the Parish Council. The Chair of the Council can attend meetings of the committee in an ex officio capacity and does have voting rights.
- 2.2 The Chair of Committee can co-opt other Members of the Council, with reference to the Chair of Council, to sit on the Committee, if appeals against Committee decisions are lodged and impartiality is required.
- 2.3 The Clerk to the Council (and Deputy in their absence) will also attend meetings of the working group to advise on Parish Council policy and procedure.
- 2.4 All other members of the Council have the right to attend the meeting and make representations on the matters being discussed.
- 2.5 The Quorum for a meeting will be a minimum of two Councillor Members one of which is either the Chair or Vice Chair of the Committee or the Chair of the Parish Council. If none of these are present then the meeting will not be quorate.
- 2.6 All members of the committee are expected to represent the interests of the whole Parish Council area.

- 2.7 Written minutes will be taken to record the committees' decisions and will be received at the next Full Council meeting and tabled as an appendix. The Clerk/ Deputy Clerk will be responsible for arranging the recording and distribution of the minutes.

### 3. Meetings

- 3.1 The committee will meet four times a year. The dates and times of the meetings will be agreed at the Annual Meeting in May each year. The Clerk will arrange the meetings of the committee.

### 4. Rules & Regulations

- The Councillors' Code of Conduct will apply to all members of the committee.
- The conduct of meetings will be governed by the Council's adopted standing orders.
- Decisions will be determined by majority vote.

### 5. Responsibilities

- 5.1 The Working Group has been set up to plan and coordinate the activities and projects of the Parish Council. All recommendations to be in line with the powers available to the Council and to be of benefit to the communities of the parish area.
- 5.2 The committee is not a campaigning or political group.
- 5.3 The Committee shall consider all matters that concern the performance of the Parish Council or its employees, for example:-
- a) Issues that concern complaints by the public, as defined by the Council's Complaints Procedure.
  - b) Staff appointments/grievances/disciplinary/dismissals/sickness absences.
  - c) With the exception to 6.3 b), the appointment of the Clerk when shortlisting will be carried out by the Performance Review Committee. Interviews and approval of appointment will be undertaken by Full Council.
  - d) Consideration of any Member Code of Conduct matters, as relevant to the role of the Parish Council.

The list is not exhaustive.

- 5.4 The Committee shall consider and approve all new or proposed to be amended Council policies including any that relate to statutory and regulatory requirements for example: -
- a) Revision of Standing Orders.
  - b) Revision of Financial Regulations.
  - c) All staffing Policies e.g., Disciplinary/Grievance.
  - d) Data Protection Act 1998

The list is not exhaustive.

- 5.5 The Committee may receive reports and consider any matters arising from insurance claims against the Council where such may give rise to identified negligence on behalf of the Council.
- 5.6. The Performance Review Committee shall, at its absolute discretion, deal with any matters relevant to its overall role