

## **Amendment/clarification of the Constitution of North Swindon Parish Council**

There shall be a Staffing Panel of 4 members appointed by the Council AGM incorporating members of the Finance and Staffing Committee. They will be elected members (1) and will usually be the Chair and V Chair of the F&S Committee and the Chair and V Chair of the Parish, but not exclusively.

The Staffing Panel will be responsible for setting the agenda and criteria for selecting a Clerk/Parish Manager should the need arise. The successful candidate at that stage will be approved by the whole Council in formal session, or not as the case may be.

All remuneration proposals for all staff will be determined by the Finance and Staffing Committee using an employee code and pay grade codes.

The Clerk/Parish Manager will have responsibility for all employment matters for all staff save remuneration decisions based on the Clerk/Parish Manager recommendations.

Member/s of the Staffing Panel may participate in appointments of staff at the Clerk/Parish Managers invitation.

Staffing Panel Member/s may be involved in staffing matters at the invitation of the Parish Manager except where they have already expressed an opinion on the matter in hand.

When inviting participation of elected members in staffing matters the Parish Manager may take experience and training into account.

The Parish Manager will operate a Father Grandfather management and disputes procedure. Failure to agree at the Clerk/Parish Manager level will be referred to the Staffing Panel. Matters can be further escalated to the full Finance and Staffing Committee and to the Parish Council before it is externalised. Trade Union representation is acceptable at every stage.

Matters relating to Councillors will be dealt with the Parish Chair or the V Chair, in keeping with the code of conduct adopted by the Parish. They will have the responsibility to refer such matter to the SBC Monitoring Officer as they choose. Failure to do so will also be a matter for any Councillor to refer to the Monitoring Officer.

- (1) A councillor who completed a valid nomination form for public election, and is elected without contest is also an elected Councillor.