



All Saints' Church

Preston on Tees

STAFF MANAGEMENT TEAM TERMS OF REFERENCE

PURPOSE/ROLE

The Staff Management Team (SMT) exists to support the PCC in its responsibilities to their employed staff. The aim of the group is to provide support for salaried staff, expertise in employment and staff management to support the line managers in executing this role. Information about the SMT, their roles and responsibilities is available on the church website.

Examples of the SMT activities include:

- Supporting line managers with annual appraisals and the review of job descriptions.
- Supporting line managers with updating/writing of policies, guidelines, the staff handbook and other contractual documentation.
- A neutral body for informal discussions and staff grievances.
- Supporting line managers in the recruitment and retention of staff.
- Provide impartial advice to line managers relating to staff issues.

MEMBERSHIP

The staff management team will comprise of 2-5 lay members of the congregation. The members should:

- Be established members of the congregation
- Have expertise in the management of salaried staff
- Not be related to any member of the staff team
- Be approachable
- Appointed for 3 years (renewable)

ACCOUNTABILITY

The SMT are directly accountable to the PCC.

- A member of the SMT will be a member of PCC by election or co-option and give monthly feedback on staffing and related issues under the standard agenda item.
- The SMT will provide a 6-monthly report of activities to the PCC
- Appointments to the SMT will require PCC approval.

WORKING METHODS/MEETINGS

The SMT will meet a minimum of bi annually and as is required to fulfill the tasks set by the PCC.

SHARING OF INFORMATION AND RESOURCES

Information between the group member and PCC will be shared electronically. Any confidential information will be password protected.

REVIEW OF THE TERMS OF REFERENCE

3 yearly by the PCC.

Revised March 2019