

Yate Parish Staff and Volunteers Committee

Terms of Reference:

The Parish of Yate is the sole legal entity within the Parish. The PCC has set up other sub-committees in addition to the four DCCs and Finance Committee the Staff and Volunteers Committee oversees the recruitment and care of volunteers. The PCC is required by church law to have a Standing Committee of the PCC which is usually made up of the Churchwardens, the Treasurer and the Rector.

Responsibilities of Yate Parish Staff and Volunteers Committee:

Safer Recruitment: To manage the safer recruitment of staff and volunteers in accordance with Yate Parish PCC safeguarding policy.

Staff Care: To oversee the care of staff and volunteers in Yate Parish.

Performance Management: To oversee the performance of staff and volunteers in accordance with Yate Parish code of conduct, published in PCC induction handbook.

HR Compliance: To ensure that Yate Parish is compliant with UK HR regulations

Maintaining Registry of Roles and Vacancies

Safeguarding: To work with the Parish Safeguarding officer to ensure the safeguarding policy is upheld and updated.

GDPR Compliance: To ensure compliance with the GDPR regulations from UK government.

H&S Compliance: To maintain an updated H&S policy

Social Media Policy: To work with communications team to ensure Social Media Policy is upheld and updated.

Membership of Committee:

Parish Safeguarding Office; Parish Safeguarding Administrator; Parish Health & Safety Officer; Rector and Two PCC members.