Staffing Committee

Terms of Reference

Adopted: 01 July 2025
Last approved: 05 May 2026

GENERAL

1. The Parish Council will appoint the Staffing Committee and determine the composition, roles, functions and membership.
2. The Committee will be mindful:
   i) of the legal framework for, and good practice in, employment matters;
   ii) of the confidential nature of employer-employee matters and that many of the items for consideration will required that the public and press be excluded by resolution of the Committee;
   iii) of the nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk to the Council;
   iv) of relevant council protocols and policies, including but not limited to:

Disciplinary and Grievance Policy	Sickness and Absence Policy
Equal Opportunities Policy	Training and Development Policy
Staff Recruitment and Retention Policy	Dignity at Work Policy
Pension Discretionary Policy	Sexual and General Harassment Policy

3. The Terms of Reference should be read in conjunction with the Parish Council's adopted Standing Orders and Financial Regulations.

COMPOSITION

The Committee shall comprise of a minimum of three councillors and up to three councillors.

MATTERS FOR RECOMMENDATION TO COUNCIL

The Committee will receive reports from the Clerk and make recommendations to Council regarding:

i) staffing and office requirements including budget allocations;
ii) all policy issues relating to staff.

MATTERS FOR DELEGATION TO THE STAFFING COMMITTEE

The Committee will receive reports from the Clerk and will:

i) be responsible for staff recruitment;
ii) confirm individual Contracts of Employment and all terms and conditions;
iii) make arrangements for regular objective reviews of the Clerk's performance by this committee and take necessary action thereon;

iv) decide upon annual salary awards;
v) appoint a member of the committee to seek advice for the committee in the event of a dispute between the Council and the Clerk;
vi) consider matters arising from the Council's Disciplinary and Grievance Policy and take all necessary action thereon;
vii) as and when required under the Council's Disciplinary and Grievance Policy, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting
viii) consider recommendations from the Appeal Panel and take necessary actions thereon.