

# Staffing Committee

## Terms of Reference

Approved: 10 June 2025

### **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 require 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 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.