

Staffing Committee Terms of Reference

Reviewed by Full Council on 25.09.2025

Members

1. Chair and Vice Chair of the Council are ex-officio members of all committees (as in Standing Orders).
2. For practical reasons normal membership of 6, one or two of whom may be the Chair and/or Vice Chair.
3. Additional member(s) with relevant professional experience may be co-opted, but such member(s) will not have voting rights.
4. Three or 1/3, whichever is the greater, of the total membership of the committee shall constitute a quorum for meetings.

Confidentiality

Given the very sensitive business of a Staffing Committee, members attending the meeting must not disclose any information raised therein, **except where agreed by the committee in order to further issues**. Information already in the public domain may be disclosed.

Frequency of meetings

Meetings are held at 8pm at least twice a year.

Remit & Annual Appraisals

1. To deal with all staffing related matters, the Chair acting as the Clerk's Line Manager;
2. To undertake the Clerk's Annual Appraisal and to receive the outcome of the Annual Appraisal of staff;
3. To undertake from time to time Staffing Reviews and reviews of staffing policies and processes;
4. To keep salaries under review, and to inform Full Council about staff remuneration decisions;
5. To undertake the recruitment process and the appointment of staff;
6. To form the Panel for any Grievance or Disciplinary Hearing;
7. To undertake any other duties, as agreed from time to time, by full decision of the Parish Council;
8. To ensure that the Parish Council is fully compliant with current employment legislation;

Records

All meetings will be attended by the Clerk, proper minutes taken and other records kept. The Clerk will be asked to withdraw from the meeting when issues pertaining to his/her employment are discussed. Minutes should reflect open discussion with a separate minute for Confidential matters.

Next Review Date: 28th May 2026