



### Terms of Reference – Staffing Committee

Version	Date of Adoption	Minute Reference	Review Date	Originator
2020v1	17 March 2020	123-2020	March 2021	G White
2021	25.3.2021	97-2021	March 2022	G White
2022-03	24.3.2022	97-2022	March 2023	G White
2023	21.3.2023	130-2023	March 2024	G White
2024	19.3.2024	2024-104	March 2025	G White
2025	24.3.2025	2025-110	March 2026	G White

## **Terms of reference**

### **Staffing Committee**

#### **Policy**

The policy of the Parish Council with respect to staffing is to motivate and encourage employees to achieve and maintain high standards of conduct and job performance at all times to ensure that staff:

- Fulfil the duties specified in their contract of employment.
- Are honest and act beyond suspicion or dishonesty.
- Maintain high standards of integrity and conduct to protect the Council's image and reputation with the public.
- Are fully trained in accordance with the Council's requirements.

In addition, the Committee aims to foster good relationships between the Council and its employees by discouraging the harbouring of grievances, settling grievances as near as possible to their point of origin; to ensure that the Council treats grievances seriously and resolves them as quickly as possible and to ensure that employees are treated fairly and consistently throughout the Council.

#### **Constitution of the Committee**

The Committee shall comprise five members. The Chairman of the Committee to be appointed by members of the Staffing Committee on an annual basis at the June meeting. The term of office of Members shall be for twelve months expiring on the day of the Annual Meeting of the Council.

#### **Function of the Committee**

- Consideration and approval of the appointment and dismissal of staff – The Staffing Committee has a budget of £5,000 to ensure that temporary staff can be employed without unnecessary delay. (As per the Council's Scheme of Delegation)
- To undertake and review the Clerk's staff appraisals.
- To review the remaining staff appraisals.
- To review the terms and conditions of all employees on an annual basis.
- To review the hours of part time staff as and when required.
- To review the hours of the Clerk to the Council as and when required.
- To deal with any disciplinary matters as and when required.
- To deal with any grievance complaints as and when required.
- The Committee shall meet in June annually and during the year as and when required.

Review date: March 2026