

STAFFING COMMITTEE

Terms of Reference

1. General

- 1.1 Membership of the Staffing Committee, and its quorum shall be determined annually by the Full Council.
- 1.2 In carrying out its functions, the Committee shall be mindful of:
 - a) The legal framework governing employment matters and recognised good practice.
 - b) The confidential nature of employer-employee matters, noting that many items will require the exclusion of the public and press by resolution of the Committee.
 - c) The nationally negotiated model contract, benchmarking, and terms and conditions for the employment of the Clerk to the Council.
 - d) Relevant Council protocols and policies.

2. Matters for Recommendation to Council

- 2.1 The Committee will receive reports from the Clerk and make recommendations to the Full Council regarding:
 - a) Staffing and office requirements, including budget allocations.
 - b) All policy issues relating to staff.

3. Matters for Delegation to the Staffing Committee

- 3.1 The Committee will receive reports from the Clerk and will:
 - a) Lead and manage staff recruitment.
 - b) Confirm individual Contracts of Employment and all associated terms and conditions.
 - c) Arrange and conduct the regular objective review of the Clerk's performance and take necessary follow up action.
 - d) Determine annual salary awards.
 - e) Administer the Clerk's leave requests and record and monitor absences.
 - f) Keep under review staff working conditions and health and safety matters.
 - g) Appoint a Committee member to seek advice on behalf of the Committee in the event of a dispute between the Council and the Clerk.
 - h) Consider matters arising under the Council's Disciplinary and Grievance Procedures and take all necessary action.
 - i) When required under these Procedures, appoint an Appeals Panel. Members of the Appeals Panel shall not be members of the Staffing Committee. The Chairman of the Appeals Panel shall convene and lead its meeting.
 - j) Consider recommendations from the Appeals Panel and take necessary actions.
 - k) Oversee any process leading to the dismissal of staff, including redundancy.

4. Review

- 4.1 These Terms of Reference shall be reviewed annually at the Annual Meeting of Moretonhampstead Parish Council.

Approved May 2025