

Staffing Sub-Committee - Terms of Reference

Composition, Quorum & Leadership

- 4 elected members (voting); quorum is 3.
- Full Council elects its Chair and Vice-Chair annually.
- Meetings scheduled “as required”.

Reporting & Administration

- Reports to Full Council on staffing & policy matters.
- Administered by Parish Clerk and RFO.
- Committee appointments are annual; resignations require handover.

Legal Framework

- Operates under GDPR, Code of Conduct (2025), Standing Orders, Financial Regulations, Localism Act 2011, and other relevant legislation.

Delegated Powers & Responsibilities

1. Clerk recruitment: Interview panel recommends to Full Council.
2. Handles disciplinary/grievance procedures for Proper Officer.
3. Chairs staff disciplinary appeals per council procedure.
4. Oversees dismissal and redundancy processes.
5. Reviews staffing policies, contracts, and procedures; advises Full Council.
6. Ensures legal compliance in employment law, health & safety, NJC/NALC/SLCC terms.
7. Approves job descriptions, specifications, promotions, fixed-term contracts.
8. Makes recommendations on pay awards/payroll.
9. Reviews staff pension options annually (usually October).
10. Manages monthly sickness and long-term absence issues.
11. Assesses appropriate staffing levels, workload, and makes recommendations.
12. Reviews equipment usage policies and incident reports.
13. Ensures annual staff appraisals by October.
14. Leverages external employment expertise when needed.
15. Undertakes training relevant to the committee role.
16. Manages any matters referred by Full Council.
17. Recommends policy on issues without existing guidelines