



**This document sets out the Parish Council's
STAFFING COMMITTEE: TERMS OF REFERENCE**

Version Control

Version	Date	Description of Change
V.1	17/7/2025	New Policy

WHALLEY PARISH COUNCIL STAFFING COMMITTEE: TERMS OF REFERENCE

1.Objective

The Staffing Committee is established to support the Council in fulfilling its responsibilities regarding the employment, management, and welfare of its staff. It will manage recruitment, performance, contractual matters, and employment-related policies, ensuring that the Parish Council meets its legal obligations as an employer.

2. Membership and Quorum

Membership of the Staffing Committee and its quorum shall be determined by the Council at its Annual Meeting or as otherwise necessary.

Membership shall consist of **three (3)** councillors, as determined by Full Council.

Members shall not include the Clerk when the matter under discussion concerns their employment.

The Committee will appoint a Chair at its first meeting following the Annual Council Meeting. The Chair will serve for one year and may be re-elected.

The quorum for the Committee shall be **three (3)** members, or as otherwise determined by Council.

The Committee may co-opt individuals with relevant expertise (e.g., HR professionals) in a non-voting advisory capacity, subject to Council approval.

The Committee shall be mindful of:

- the legal framework and good practice in employment matters;
- the confidential nature of staffing issues, often requiring exclusion of the public and press in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960;
- the nationally negotiated model contract and terms for the Clerk to the Council;
- relevant Council policies and protocols, including those on conduct, data protection, and equality.

3. Meetings

Meetings shall be convened as required and at least once annually, with three clear days' notice.

Minutes will be taken and submitted to the Council as appropriate, excluding confidential matters.

The Clerk shall attend unless matters directly concern their own employment or performance.

Meetings are generally closed to the public due to the confidential nature of staffing matters unless otherwise resolved by the Committee.

4. Confidentiality

All staffing matters are confidential. Breaches of confidentiality will be treated seriously and may be referred to the Monitoring Officer.

5. Responsibilities

The Committee is responsible for:

- **Recruitment and Selection:** Managing the recruitment process, including job descriptions, advertising, interviews, and making appointment recommendations to the Full Council.
- **Employment Policies:** Reviewing and recommending employment-related policies (e.g., grievance, disciplinary, absence, equality, health and safety).
- **Performance Management:** Monitoring performance, conducting appraisals, identifying training needs, and supporting staff development.
- **Terms and Conditions:** Reviewing contracts, pay scales, and terms of service in line with national guidance (e.g., NJC).
- **Staff Welfare:** Supporting employee well-being, addressing concerns, and promoting a positive working environment.
- **Disciplinary and Grievance:** Managing disciplinary, grievance, and capability procedures in accordance with policy and law.
- **Confidential Staffing Issues:** Handling sensitive matters such as disputes, redundancies, or dismissals, with recommendations to Full Council when necessary.
- **Compliance:** Ensuring adherence to employment law, including equality and inclusion requirements.
- **Budget:** Preparing and recommending the staffing budget to Full Council.
- **Reporting:** Keeping the Council informed on staffing matters, maintaining appropriate confidentiality.

6. Powers

The Committee has delegated authority for day-to-day staffing decisions within the Council-approved budget.

Significant decisions (e.g., appointments, dismissals, major policy changes, salary adjustments) require Full Council approval.

The Committee may seek advice from external HR or legal professionals, subject to budget and Council approval.

7. Reporting and Accountability

The Committee reports to Full Council, summarising activities, decisions, and recommendations.

The committee is accountable to the full council and must operate within the council's Standing Orders, Financial Regulations, and legal framework.

If the Clerk is not present at a meeting, the Chair shall ensure decisions are recorded and communicated to the Clerk for action.

8. Review

These Terms of Reference shall be reviewed annually at the Annual Meeting of the Council or sooner if required to ensure legal and procedural compliance.