



## Staffing Committee Terms of Reference

### **1. Membership**

Four Appointed Members from the Parish Council.

### **2. Purpose of the Committee**

The Staffing Committee will oversee management of matters relating to council employees in line with relevant legislation and the council's employment policies.

### **3. Record of Proceedings**

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations for the next Full Council meeting. The Parish Clerk will be responsible for arranging the distribution of the minutes.

### **4. Aims and Objectives**

- The appointment, contract, and job description of the Parish Clerk.
- Annual performance review and evaluation of the role of the Clerk.
- Annual determination of employee's remuneration providing it falls within the staffing budget set out in the Parish Council budget.
- The handling of any disciplinary or grievance issues.
- To review the role of the Clerk and remuneration package to establish budgetary implications for recommendation to full Council.

### **5. Meeting Arrangements and Frequency**

To meet at least once a year or as and when required. Election of the committee chair will be the first business of the committee meeting if a Chair is not already in place.

### **6. Quorum**

A quorum shall be three committee members.

### **7. Other Information**

Most of these activities will involve the discussion of sensitive information and for that reason will not be held in public.

The recommendations and outcomes will be reported to the Council at its next full meeting.

Approved December 2025