



St Helen Without Parish Council

Working for You

Approved 8th December 2025

Staffing Committee – Terms of Reference

1. Purpose

The Staffing Committee is established to manage and oversee all matters relating to the employment of staff by the Parish Council. This includes recruitment, terms and conditions, performance management, welfare, and compliance with employment legislation.

2. Membership

- The Committee shall consist of **three Councillors**, appointed annually by the Parish Council at its Annual Meeting to include the **Chair of the Council** unless otherwise determined by the Council.
- Members of the Committee must maintain confidentiality and declare any interests in accordance with the Council's Code of Conduct.
- The **Clerk** will normally attend meetings to advise and support the Committee, except when matters relating to their own employment are discussed. In such cases, a nominated Councillor or external advisor may be invited to clerk the meeting.

3. Quorum

A quorum shall be **three members** or one-third of the appointed members (whichever is greater).

4. Chairmanship

The Committee shall elect a **Chairman** and **Vice-Chairman** at its first meeting after the Annual Parish Council meeting.

5. Meetings

- The Committee shall meet at least twice a year and additionally as required.
- Meetings may be convened by the Committee Chair or the Clerk (in consultation with the Chair)
- Confidentiality shall be maintained at all times; staffing matters will be discussed in closed session in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

6. Responsibilities and Delegated Authority

The Committee has delegated authority from the Parish Council to:

- Determine staffing structure and review as necessary.
- Oversee recruitment, selection, and appointment of staff.
- Recommend staffing levels and roles to Council.
- Determine salaries, pay scales, hours, leave, and other contractual terms within Council-approved budgets.
- Review and recommend changes to staff contracts, policies, and procedures.
- Conduct regular staff appraisals and performance reviews.
- Identify and approve staff training and development needs.
- Deal with disciplinary or grievance matters in accordance with Council policy.
- Where appropriate, appoint panels to hear appeals (these may exclude any member previously involved).
- Ensure the Council meets its obligations for staff welfare, equality, and workplace safety.
- Consider reasonable adjustments and support for staff well-being.
- Review employment-related policies (e.g. Grievance, Disciplinary, Equality, Health & Safety, Lone Working).
- Ensure compliance with employment law and good practice.
- Report recommendations to the full Council for adoption.
- Oversee the Clerk's performance, pay, and development.
- Make recommendations to the Council regarding salary progression or contractual changes.

7. Reporting

- The Committee shall report its decisions and recommendations to the Parish Council.
- Confidential or sensitive matters will be reported under private business and recorded in confidential minutes.

8. Review

These Terms of Reference shall be reviewed **as required** by the Parish Council