

Halstead Parish Council
Staffing Committee Terms of Reference

1. Purpose

The Staffing Committee is established to oversee and manage all matters relating to the employment of staff of the Parish Council. The Committee operates under delegated authority from the full Council to ensure staffing matters are handled lawfully, fairly, consistently, and confidentially.

2. Delegated Authority

The Staffing Committee is authorised by the Parish Council to take decisions on all staffing matters on behalf of the Council, subject to:

- Relevant employment legislation
- The Council's adopted policies and procedures
- The approved budget and financial regulations

Decisions made by the Committee shall be reported to the full Council, where appropriate, without disclosing confidential or personal information.

3. Scope of Responsibilities

The Staffing Committee shall be responsible for all staffing matters, including but not limited to:

Employment and Recruitment

- Recruitment, selection, appointment, and induction of staff
- Approval of job descriptions, person specifications, and contracts of employment
- Determining staffing structures and levels (within budget)

Management and Performance

- Staff appraisals and performance management
- Setting objectives and reviewing performance
- Addressing conduct, capability, and attendance matters

Pay and Conditions

- Pay scales, increments, hours, and conditions of service (within nationally agreed frameworks where applicable)
- Authorising overtime and allowances

Training and Development

- Identifying training needs and approving training plans and expenditure
- Supporting professional development

Disciplinary and Grievance Matters

- Handling disciplinary, grievance, capability, and absence procedures
- Making decisions on warnings, sanctions, and dismissals
- Considering appeals where delegated by the Council or as set out in policy

Health, Safety, and Wellbeing

- Ensuring appropriate arrangements are in place for staff health, safety, and welfare
- Overseeing sickness absence and wellbeing matters

Policy Oversight

- Drafting, reviewing, and recommending to Council employment-related policies
- Ensuring policies are implemented and kept up to date

4. Membership

- The Committee shall consist of three councillors appointed annually by the Parish Council.
- The Chair of the Committee shall be appointed by the Council
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5. Quorum

The quorum for meetings of the Staffing Committee shall be three members.

7. Clerk

- The Clerk (or Proper Officer) shall attend meetings except where their own employment, performance, or conduct is being discussed.
- In such cases, the Committee may appoint an independent or external adviser to support the process.

8. Confidentiality

Due to the sensitive nature of staffing matters:

- Meetings of the Staffing Committee will normally be held in private under the appropriate provisions of the Local Government Act 1972.
- All discussions, papers, and decisions relating to staff shall be treated as strictly confidential.

10. Review

These Terms of Reference shall be reviewed annually by the Parish Council or as required by changes in legislation or best practice.