HECKINGTON PARISH COUNCIL
STAFFING COMMITTEE – TERMS OF REFERENCE

~~**Purpose:**~~

The purpose of the staffing committee is to oversee the organisation, employment, management and terms and conditions of employment of the council.

Membership & Organisation:

- The committee's duties, as set out in these terms of reference, are defined and agreed at a meeting of the parish council, which may vote, at any time, to modify, remove or increase the committee's terms of reference.
- The committee shall be comprised of at least three councillors to be considered quorate.
- The committee shall meet as and when required but at least twice a year as a minimum.
- Membership to the committee shall be open to all councillors and shall be agreed and approved at the Annual Parish Council meeting in May.
- All members of the committee must agree to attend designated training sessions.
- Meetings will be open to the public (but due to the confidential nature of staffing matters, the meeting may be immediately moved into closed session).
- The staffing committee shall elect a Chair at the first propose meeting of the Committee after the Annual Parish Council meeting.
- The clerk or locum clerk will support meetings and take the minutes. If the clerk or locum clerk is unable to remain in the meeting due to the nature of the agenda item, a member of the Committee shall be appointed to take the meeting notes.
- Membership to the staffing committee shall be agreed in May of each year at the annual parish council meeting unless the committee becomes inquorate.

Public Notice

- The agenda and notice of the meeting shall be posted at least three clear days in advance of the meeting.
- Full written minutes of the committee meeting shall be circulated to all members of the parish council within 48-hours or as soon as practicable. Written minutes, edited for confidentiality,

to record the committee's decisions will be made available to the public and shall be signed by the chair of the staffing committee at the next meeting of the staffing committee.

Function: The committee will be responsible, in conjunction with the clerk or locum clerk, or other professional advisors, for-

- Developing, reviewing and implementing policies and procedures that relate to staff employment. Any new policies must be approved by the Parish Council as a corporate body.
- Ensuring that a staffing framework and culture exists within the council which nurtures wellbeing, productivity and treats staff equally and with respect. Values diversity and inclusion and encourages staff to perform to the best of their ability by providing suitable training, development, management and support.
- Ensuring that the council complies with all legislative requirements relating to the employment of its staff with the assistance of the Clerk and other suitably qualified external consultants.
- Reviewing staffing structures, job descriptions and person specifications.
- Reviewing contracts of employment with a view to making recommendations to full council.
- Reviewing the NJC pay scale reference points and approving and implementing national pay awards and salary increments with a view to making recommendation to full council
- Interviewing for staff recruitment.
- Annual staff review and appraisals.
- Full council to be appraised on any issues arising from the appraisal process.
- Leave entitlement including annual holiday, sickness, statutory entitlements, and special leave
- Allowances, expenses, and subsistence within defined annual budgets.
- Working hours.
- Pension arrangements in conjunction with the finance committee.
- Sickness absence management.
- Health, safety, and welfare including recommendations for staff training. The committee will recommend an annual figure for this budget head, to the finance committee.
- Decisions relating to 'appointment' and 'dismissal' must be approved by the parish council as a corporate body. This committee may provide recommendations.
- Per Financial Regulations, the staffing committee has delegated powers to spend up to the budgeted amount for staff related expenditure including advertising for recruitment, obtaining specialist HR advice including Occupational Health assessments, training, provision of PPE and clothing.

Other

Panel: a smaller panel made up from members of the Staffing Committee may be set up to deal with confidential personnel matters.

Version control and amendment history

Date approved	Version	Revision / amendments made	Review date
30 September 2024	V1.0	New policy	May 2025
31 March 2025	V1.1	Amended – the Chair shall be elected annual rather than at each meeting	May 2025
19 May 2025	V1.1	Readopted, no amendments	May 2026
29 November 2025	v.1.2	Reviewed by full council to confirm delegated powers under S101 of the LGA 1972, no changes	May 2026
18 May 2026	V1.3	Readopted, no amendments	May 2027
27 July 2026	V1.4	New policies to go to full Council for approval. Wording tightened up for the avoidance of doubt.	May 2027