



# MEDSTEAD PARISH COUNCIL

## STAFFING COMMITTEE TERMS OF REFERENCE

### 1. Purpose and scope of the Staffing Committee

The Staffing Committee is a standing committee of Medstead Parish Council to oversee and manage staffing matters for the Council.

The Committee will cover recruitment, performance management, pay and grading, contracts, staffing structure, working conditions, compliance with legislation, employment-related policies and procedures, training needs, attendance management, pension arrangements, and other employment related matters.

Unless it has delegated authority specified in these Terms of Reference, the committee can only propose recommendations to Full Council.

The Committee must always abide with the Council's Standing Orders and Financial Regulations and any other relevant policies of the Council.

The Committee will be mindful of:

- The legal framework for, and good practice in, employment matters
- The confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee
- The contract of employment of the Clerk to the Council.

### 2. Membership

Membership shall comprise three members of the Parish Council. Based on advice from HALC, these members will not include the Chairman of the Council.

It is expected that meetings will be convened at a time to suit all three members, planned well in advance, and urgent matters will rarely arise. Therefore, a reserve is not automatically appointed, but the Council can choose to appoint one should the need arise. This should only be considered in the case of long term absence of a Committee member.

The Committee can also choose to co-opt another Council member for a specific, time-limited purpose at its own discretion. In either case, the reserve or co-opted member should not attend meetings, be briefed or receive documents of the Committee beyond the period / purpose for which they are required, in order to not exclude them from a potential pool of Councillors for an appeal panel, should the need arise.

Members are to be elected at the first establishment of the Staffing Committee and will serve until the end of the Council's year. Thereafter, they will be elected for each Council year at each Annual Meeting of the Full Council in May.

Election is by show of hands for each of the members wishing to be a member of this committee, with the Chairman of the Parish Council at the meeting at which membership is determined having a casting vote. Any changes in membership of this committee must be agreed by Full Council.

When the Council makes appointments to the Staffing Committee consideration shall be given as to a Member's previous experience or skills in relation to the scope of this Committee.

At its first meeting following the Annual Meeting of the Parish Council, the Committee shall elect a chairman. If just one nomination is put forward, they will prevail; if two nominations are put forward, there will be a vote by show of hands; if all three nominate themselves, there will be deadlock, so voting will resort to a secret ballot and ranked preferences 1 to 3, with highest score winning. If this fails, lots will be drawn.

In order to demonstrate the Council as a good employer, members of the Staffing Committee should have relevant current experience in employment law and best practice, and/or attend appropriate training agreed by the Council.

The Chairman and Vice Chairman of the Parish Council are not ex-officio members of the Staffing Committee. Only those members duly elected to the committee are eligible to attend and vote to ensure sufficiency of Parish Councillors not involved in the work of the Staffing Committee to hear any appeal.

Members of the Staffing Committee will not be members of any staffing appeals panel that may have to be formed.

### **3. Meetings**

Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972. Three clear days' notice is required for meetings.

The Clerk will convene ordinary meetings of the Staffing Committee as and when required by the Committee, with the date and time agreed with the Chairman, in consultation with other members.

The Committee Chairman may also convene meetings as he/she feels necessary.

The Public and Press may not be admitted to part or all of the Staffing Committee meetings as "In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item. Agendas will indicate to the public that the Committee intends to close a meeting to avoid people turning up.

Meetings, including voting at meetings, will be held in accordance with the council's Standing Orders.

The Committee will meet at least twice a year, with the first meeting soon after the Annual Meeting of the Council, to include review of employment-related policies.

### **4. Quorum**

The quorum for the Committee is three.

### **5. Minutes and other documentation**

Minutes of all meetings will be recorded by the Clerk, giving full regard to the confidential nature of some agenda items.

Should the Clerk be absent from a meeting or part of a meeting, one of the Councillors present at the meeting will take minutes.

Draft minutes will be circulated to all committee members and approved at the next meeting of the committee.

Depending on timing, either draft or approved minutes will be received by the Full Council for information only.

Reports, documents and correspondence relating to this Committee shall remain confidential within the Committee.

## **6. Delegated powers and remit of the Committee**

The Staffing Committee has been given delegated power by the Full Council to act on its behalf only in relation to these defined terms of reference; any matters outside the Committee's terms of reference shall be made to the full Parish Council as a recommendation.

The Staffing Committee will be responsible for the following:

1. Keeping under review the staffing structure and staff working conditions and making any recommendations to Full Council.
2. Drafting, implementing, reviewing, monitoring and revising all employment-related policies (to be ratified by Full Council) and checking that staff are following Council policies and procedures and likewise Councillor's are following them in relation to staff. This also includes identifying the need for any new policies.
3. Ensuring the Council follows all employment-related legislation and advising the Council on any relevant changes in legislation.
4. Managing all elements of staff recruitment. The Committee will be responsible for advertising the vacancy; creating a job description, person specification and application form; short-listing applicants; conducting interviews (which will include the Clerk, Chairman of the staffing Committee and one other Committee or co-opted member), recommending the successful applicant's appointment to Full Council for their approval and checking references. Full Council will approve the salary to be advertised in advance.
5. Making salary and grading recommendations to Full Council for new recruits.
6. Overseeing new employment contracts and changes to existing staff contracts (both to be ratified by Full Council), with delegated powers to implement/negotiate any changes which are required to comply with changes in employment law or health and safety law.
7. Reviewing pay, grading and benefits for staff and making recommendations for changes to Full Council.
8. Overseeing the Council's policies for health and safety and ensuring that staff are following safe working practises and risks are correctly reflected in the Council's risk assessment.
9. Auditing salary payments and arrangements.
10. Ensuring that an appraisal is carried out at least annually for the Clerk and is mutually agreed, documented and a summary is presented to Council with any recommendations and to ensure that any associated actions and outcomes from the appraisals are suitably monitored. The details of carrying out the appraisal are to be agreed between the Clerk and Committee, with the recommendation that two members conduct the appraisal. The Clerk will be responsible for the appraisals of any other staff employed.

11. Reviewing job descriptions and person specifications periodically.
12. Identifying training requirements and opportunities and ensuring that training needs are met.
13. Managing any potential or actual grievance in accordance with the Council's Grievance Policy,
14. Managing any disciplinary matters and other matters relating to staff conduct and performance in accordance with the Council's Disciplinary Policy.
15. Reviewing attendance and any short or long-term sickness or other sustained staff absence.
16. Authorising expenditure from a relevant budget cost centre of up to £300 or making recommendations to Full Council for any expenditure outside this limit, as per the Council's financial regulations.
17. Monitoring, auditing and reviewing staff pension arrangements and ensuring auto-enrolment of new staff.
18. Making recommendations on any staff-related matters to F&GP and Full Council that should be input to the budgeting process.
19. Upholding standards of confidentiality, in particular any information covered by Data Protection requirements.

Where the Committee feels necessary, it may refer any decision for which it has delegated authority to the full Parish Council.

## 7. Review

The Staffing Committee's terms of reference are to be reviewed annually at the Annual Council meeting, or should the Council decide at that meeting, to be reviewed by the first meeting of the Committee after the Annual Meeting and recommendations for alteration to be made to the Full Council.

## Version Control

Version	Date adopted	Minute ref.
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