

Heytesbury, Imber & Knook Parish Council

Staffing Committee – Terms of Reference

Adopted Terms of Reference for the Staffing Committee

1. Purpose

The Staffing Committee is established to manage and oversee employment matters on behalf of the Council. It is responsible for ensuring that the Parish Council fulfils its duties as an employer in accordance with relevant legislation, policies, and best practices.

2. Membership

- The Committee shall consist of at least 4 councillors, appointed annually by Full Council.
- A quorum shall be three members.
- The Chair will be elected at the first meeting after the Annual Council Meeting.

3. Meetings

- The Committee shall meet at least twice a year or as required.
- Meetings are called by the Chair in consultation with the Committee.
- Items of a sensitive or confidential nature shall be considered in closed session, under the provisions of the Public Bodies (Admission to Meetings) Act 1960.

4. Responsibilities

The Committee is delegated to:

- Oversee the recruitment, appointment, and probation of Parish Council staff.
- Conduct and review annual staff appraisals and identify training needs.
- Recommend changes to staff contracts, job descriptions, and working arrangements.
- Handle grievance, disciplinary, capability, and absence matters in accordance with Council policies.
- Monitor staffing levels, pay, and recommend budgets accordingly.
- Ensure a safe, respectful, and supportive working environment.
- Ensure compliance with employment law, Health & Safety, and the Council's HR policies.

5. Delegated Authority

- The Committee may take decisions on operational staffing matters.
- Any proposed changes to pay, structure, or policy must be approved by Full Council, unless specific delegation has been granted.

6. Confidentiality

All matters relating to individual members of staff shall be treated as strictly confidential and must not be disclosed outside the Committee without the express approval of Full Council.