

# ILTON PARISH COUNCIL

## STAFFING COMMITTEE

### TERMS OF REFERENCE

January 2026

#### 1. Purpose and Remit

The Staffing Committee is responsible for the overall management of the Council's employees. Key objectives include:

- Acting as the **line manager** for the Parish Clerk and Responsible Financial Officer.
- Ensuring the Council complies with **employment legislation** and best practices.
- Managing staff performance, welfare, and working conditions.

#### 2. Membership and Quorum

- **Composition:** Three Councillors plus the Parish Council Chair who is an ex-officio member.
- **Quorum:** Requires three members to be present for meetings to take place.
- **Appointment:** Members are appointed annually at the Annual Meeting of the Parish Council unless this is preceded by resignation in which case a replacement shall be appointed by the full Council at the earliest opportunity.
- The Clerk may attend a meeting at the request of the Chair of the Staffing Committee.

#### 3. Delegated Responsibilities

Delegated to the Committee from full Council are:

- **Recruitment:** Overseeing advertising, selection process, drafting job descriptions, people specifications, contracts and recommending appointments to the full Council.
- **Pay and Benefits:** Reviewing salary scales and making recommendations for pay increases or contractual changes to the full Council.
- **Performance Management:** Conducting annual appraisals for employees and monitoring staff training needs.
- **Disciplinary and Grievance:** Handling formal staffing disputes or disciplinary matters in accordance with employment guidelines.
- **Absence Management:** Monitoring sickness and managing leave requests.

#### 4. Meetings and Confidentiality

- **Frequency:** To meet as and when required. Meetings to be called by the Parish Clerk following a request from the Chair of the Staffing Committee.
- **Privacy:** Due to the personal nature of the business, meetings are typically held in **closed session** (excluding the press and public) under the Public Bodies (Admission to Meetings) Act 1960.
- **Minutes:** Draft minutes must be recorded and presented to the full Council, though sensitive personal details may be restricted to a confidential appendix.

#### 5. Accountability

- The Staffing Committee only has power to make **recommendations**; final decisions must be ratified by the full Parish Council.
- The ToR should be reviewed annually at the Annual Meeting of the Parish Council.

Adopted.....

Minute reference.....

Signed (Chair of the Parish Council).....