

Atcham Parish Council

STAFFING COMMITTEE - TERMS OF REFERENCE

Objective

The Committee is responsible for the employment and welfare of the Council's employees.

Members

Membership shall consist of a maximum of three councillors elected by Atcham Parish Council at its Annual Meeting.

The Staffing Committee will elect a chairman annually.

A quorum shall consist of three members.

Meetings

Meetings may be called as and when necessary.

Minutes of all meetings will be recorded by the Parish Clerk or by any member nominated at the meeting. These shall be confidential. A summary of decisions made and other important outcomes shall be presented to the full Council.

Confidentiality

Due to the confidential nature of the business to be transacted the meetings will be conducted in private in pursuance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

Members must adhere to the Data Protection Act 2018.

Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Parish Council then they shall declare such an interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. N.B. If a Member has declared an interest and then considers the interest to be prejudicial, they must withdraw from the room during consideration of the agenda item to which the interest relates.

Delegated powers

The Staffing Committee has the delegated authority from Atcham Parish Council

- a) To review staffing structures and levels and make recommendations to the Council.
- b) To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review employees' performance.
- c) To review staff salaries and terms and conditions and make recommendations to the Council.
- d) To appoint, from its membership, a recruitment panel when necessary and recommend appointments to the Council.
- e) To appoint members, as set out in the disciplinary and grievance policy, to act as a disciplinary panel and as an appeals panel, in the case of any appeal against disciplinary action.
- f) To appoint members to hear any formal grievance.

Responsibilities

- a) To ensure the Council complies with all legislative requirements relating to the employment of staff.
- b) To keep under review staff work/life balance, working conditions, health and safety and well-being, including the monitoring of absence.

c) To keep under review all staff contracts of employment, salaries, expenses, terms and conditions and make recommendations the Council.

d) To identify training requirements through appraisal and agree staff training programmes.

Review

These terms of reference shall be reviewed annually.

Adopted:	17 January 2024	Minute ref: 24/013
Reviewed:	8 May 2024	Minute ref: 24/048
Reviewed:	10 September 2025	Minute ref: 25/069/a