

**GREAT WALTAM PARISH COUNCIL**  
**TERMS OF REFERENCE FOR THE**  
**STAFFING COMMITTEE**

The purpose of the Committee will be to deal with all issues that relate to the employment of staff at Great Waltham Parish Council. The Committee will report their actions and formulate recommendations where required directly to the Finance & General Purposes Committee. In rare circumstances an item of business considered to be extremely urgent and dependant on timescales may be reported via a full parish Council meeting.

The Committee will not have any finances allocated to them. Spending requirements will be made via the Finance & General Purposes Committee and ultimately the full Council.

The Committee shall consist of three members of the Council and two members will constitute a quorum. A member of the Finance & General Purposes Committee maybe co-opted onto the Staffing Committee at any time to enable a meeting to proceed.

The main responsibilities of the Committee will be as follows:

- To assess recruitment needs.
- Formulate job descriptions.
- Arranging advertisement of job vacancies.
- Receive, assess and shortlist job applicants for interview.
- Interview prospective staff and recruit personnel as required.
- Monitor and recommend any required changes in working practices.
- Feedback to Finance & General Purposes Committee on employee performance where necessary.
- Consider individual employee development.
- Deal with any employee disputes/issues such as harassment, grievance (including grievances arising from the Council's staff appraisal process), request for flexible working, ill health etc.
- Any other required matter that is related to human resources.