



# Toppesfield Parish Council



## STAFFING COMMITTEE TERMS OF REFERENCE

### 1) Introduction

The Staffing Committee is set up as a standing committee to oversee and manage staffing matters for Toppesfield Parish Council. Unless it has delegated authority specified in these Terms of Reference, the Committee can only propose recommendations to Full Council as required.

The Committee must always abide with the Council's current approved Standing Orders (the council's rules and regulations which are available on the parish council website) and Financial Regulations and any other relevant policies.

The membership of the Committee for each Council year and a review of the Terms of Reference will be agreed at each Annual Parish Council Meeting.

### 2) Membership

The Committee will consist of three or four Councillors with a quorum for a meeting being three. The membership and chair will be selected at the Annual Meeting each year. The chair will not be the same person as the chair of the Council.

If a meeting is absolutely necessary and members of the committee are unavailable, the Clerk (or deputy in their absence), Chair of Staffing and Chair of the Council will together agree and nominate a substitute.

The Committee can only consist of Members of Toppesfield Parish Council.

### 3) Aim and Remit of the Staffing Committee

- To act, on behalf of the Council, as the line manager of the Clerk/RFO including in respect of performance management, training needs and pay.
- To deal with disputes relating to employees, both grievance and disciplinary, on behalf of the Council.

1

Staffing Committee Terms of Reference were adopted by Toppesfield Parish Council on 2<sup>nd</sup> October 2025, minute reference: 25/165.5

Review Date: May 2026

Review Date: May 2026

c) To manage recruitment of a clerk/RFO, should this become necessary, including consideration of applications and interviews.

d) In conjunction with the Clerk, to manage the recruitment of any other member of staff, should this become necessary, including consideration of applications and interviews. (However, the Clerk and not the Committee would be the first line manager of any other staff recruited.)

e) Taking advice and recommendations from the Clerk, to assess working hours and staffing requirements on an on-going basis such that recommendations can be made to Council.

f) Working in conjunction with the Clerk, to ensure that the following are prepared and maintained:

- i) Employment contracts
- ii) Employment policies
- iii) Job descriptions
- iv) Person specifications
- v) Health and Safety Policy relating to employees.
- vi) Documents required around vacancies arising.
- vii) Induction programs and training records.

#### Notes –

- i) The Clerk of the Council is the first officer, and cannot be supervised on a day to day basis and must have a degree of independence to fulfil their duties.
- ii) No individual councillor can instruct the Clerk, not even the chair of the Council or the chair of the Staffing Committee. The Clerk is instructed by the corporate body or its delegated committees.

#### 4) Delegated Powers of the Committee

The Committee will have delegated power to act for the Council in recruiting and managing employees except for the following and subject to provisions included in other policies:

- a) The final choice of appointment of a new Clerk, RFO or any other staff member must be approved by the Council.
- b) The decision to suspend or terminate the contract of an employee must be approved by Council.
- c) Decisions relating to an employee's pay falling outside the agreed budget or about changes to staffing budget provision must be approved by Council.

d) Policies should be approved by the Council upon recommendation of the Committee. Note that a Council and its Committees CANNOT delegate any decision making to individual councillors or groups of councillors such as a working party.

### 5) Meetings of the Committee

a) The Committee should meet at least three times a year and otherwise as required. Agreed dates of meetings should be published in the Council's Meeting calendar.

b) The Clerk of the Council will issue a summons and agenda at least three days before each committee meeting.

c) Minutes will be issued in draft form to the following (in the specified order).

i) To the Chair for initial comment (only if they should require).

ii) After agreement by the Chair, to the Committee members for comment.

d) Minutes will be approved at the next meeting of the Committee and each page signed by the Chair.

e) The minutes of all the Committee meetings, whether in draft form or approved, will be presented to the next Full Council Meetings and any recommendations made by the Committee or decisions made that the Clerk feels should be ratified by Full Council will be an agenda item of that meeting to obtain Full Council approval.

f) Details from confidential items from the agenda will be written as a separate confidential report for retention and will be signed by the Chair at the next meeting. The minutes will reference the confidential report and the minutes will include a summary of the decision.

### 6) Functions and Duties of the Staffing Committee

a) To act, on behalf of the Council, as the line manager of the Clerk/REO including in respect of performance management, training needs and pay.

b) To deal with disputes relating to employees, both grievance and disciplinary, on behalf of the Council.

Staffing Committee Terms of Reference were adopted by Toppsfield Parish Council on 2<sup>nd</sup> October 2025, minute reference: 25/165.5