



CONSTANTINE PARISH COUNCIL

STAFFING COMMITTEE

TERMS OF REFERENCE

(a) Purpose

The purpose of the Staffing Committee is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council for ratification.

(b) Membership

The Staffing Committee shall comprise five Councillors. The Staffing Committee quorum is three and the Staffing Committee shall meet annually or as required.

(c) Functions

The Staffing Committee will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for:-

- developing HR strategy
- developing and reviewing of HR policies and procedures
- staffing levels and structure
- job descriptions/person specifications
- overseeing staff recruitment, selection and appointment
- staff vetting
- staff retention
- determining or reviewing staff conditions of service and general terms of employment
- salary grading and pay including annual staff review and other remuneration matters
- review and agree a change to staffing hours and contract if within an allocated budget, this would improve efficiency of the process
- leave entitlements including annual holiday, sickness, statutory entitlements and special leave
- special conditions relating to a specific post or individual
- allowances, expenses and subsistence
- working hours
- pension arrangements
- sickness absence management

- trade union membership recognition
- staff performance review/appraisals
- operation of the Council disciplinary, grievance, capability, grading and appeal procedures and equal opportunities policy
- health, safety and welfare of staff
- any other matters delegated to the Staffing Committee or deemed relevant to these terms of reference.

(d) Specific Sub-committees or Panels

Smaller and specifically focussed Sub-committees should be set up to deal with confidential personnel matters such as capability, discipline or grievances as provided for in the relevant Council procedures.

A Recruitment and Selection Panel should also be set up for example to appoint a Clerk comprising of the interview panel (of perhaps three Councillors and a professional adviser if required) who are involved throughout the recruitment and then the selection process.

(e) Confidentiality

Parts of the meetings of this Staffing Committee will be confidential to the members of the HR Committee with the press and the public excluded where appropriate.

(f) Additional Terms

A member may not be eligible for nomination to the committee, (or continue to serve on the committee), if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by or relating to a member of staff for a period of 3 years from the date of notification of the upheld grievance or breach.

Appointed members are required to undertake the relevant CALC Training, within 6 months of being appointed to the Staffing Committee, this will also apply to any re-appointed Staffing Committee members following each election of a new Council.

Date of Adoption: 17th April 2026

Date of Review: May 2027