

Millbrook Parish Council Staffing Committee Terms of Reference

The Committee is delegated the following responsibilities:

1. Members

- 1.1 Membership shall comprise at least five members including the Chair and Vice Chair of the Council who are ex-officio and have voting rights.
- 1.2 Membership of the committee is established at the annual meeting of the Council.
The committee shall elect a Chair for each civic year.
- 1.3 Co-opted members may join the committee during the year if authorised by the Council.
- 1.4 Three members of the committee shall constitute a quorum for meetings.

2. Frequency of Meetings

- 2.1 One meeting to be held each year to review all policies that relate to staff employment, staff contracts and job descriptions.
- 2.2 Additional meetings to be convened when necessary to deal with grievance or disciplinary matters, to recruit to staff vacancies or to deal with other emerging staffing issues.

3. Delegated Powers Personnel and Staffing

- 3.1 To draft and keep under review the staffing structure of the Council and make recommendations to the full Council as appropriate.
- 3.2 To keep under review staff work/life balance, working conditions, health and safety and well-being, including the monitoring of absence.
- 3.3 To keep under review all staff contracts of employment, terms and conditions and make recommendations the Council.
- 3.4 To monitor the Council's employment policies and procedures in respect of changes to legislation and make recommendations to Council where appropriate.

- 3.5 To appoint from its membership a recruitment panel when necessary and recommend appointments to the Council. Recruitment panels will normally include two members in the case of appointment to the Parish Clerk or RFO and for all other posts.
- 3.6 To make recommendations on personnel related expenditure to the Finance Committee of the Council.

4. Performance

- 4.1 To receive and review staff appraisals as undertaken by the Clerk.
- 4.2 to receive and review staff appraisal of the Clerk as undertaken by the Chair of the Parish Council
- 4.3 To identify training requirements through appraisal and agree staff training programmes.

5. Complaints

- 5.1 To receive and consider any complaints made under the Council’s Grievance and Disciplinary Procedure and take whatever action necessary.
- 5.2 To appoint from its membership three members to act as a disciplinary panel and as an appeals panel in the case of any appeal against disciplinary action taken by the Clerk.
- 5.3 To appoint from its membership three members to hear any formal grievance made by the Clerk and any appeal by other staff against the outcome of a grievance investigation undertaken by the Parish Clerk.

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| Date approved / reviewed |
| Parish Council meeting held on 17th June 2025 Policy approved – minute 33.2 |
| Reviewed during Staffing Committee meeting held on 10th June 2025 – Minute 4 In May 2023 it was agreed the committee would have a minimum of five committee members |
| Reviewed during the Parish Council meeting on 18/06/2024 – Minute 35.2 No changes |
| Parish Council meeting held on 20th July 2023 Staffing committee amendments agreed |
| Staffing committee meeting held on 30th May 2023, Minute 4. The following amendments were agreed. <ul style="list-style-type: none"> • para. 1.1:removal of the word "of" after "comprise". • para. 3.3: removal of the words "and make recommendations to the Council." • para. 3.4: removal of the words "and make recommendations to the Council where appropriate." • para. 3.6 insert the word "budget" before the word "recommendations". |

- add a para. 3.7: "To refer any decisions of the Staffing Committee that appear likely to cause expenditure to exceed the budget for the year to the full council for approval."

Amended to date the number of committee members should be a minimum of five members, to allow for extra members where required – Minute 10a and 10e during the Annual Parish Council meeting held on 16th May 2023.

Approved during the Full Council meeting held on 19th July 2022 – Minute 47a

Reviewed during the Staffing Committee meeting held on 11th July 2022 – Minute 4.
(Amended ToR's referred to as Finance Committee)

Reviewed during the Staffing Committee meeting held on 17th August 2021

Approved during the Annual Parish Council meeting held on 18th May 2021

Reviewed during the Staffing Committee meeting held on 8th March 2021

Agreed during Millbrook Parish Council full council meeting held on 19th September 2017