

AMBROSDEN PARISH COUNCIL

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Staffing Committee Terms of Reference

1. Purpose

Under employment legislation, the Council must ensure that it meets its statutory obligations as an employer and maintains effective, professional arrangements for staff management.

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

2. Membership and Quorum

The Committee shall consist of three Councillors, appointed annually at the Annual Meeting of the Parish Council. The Chair shall be elected at the first meeting of the year. The Committee quorum is three.

Members of the Committee will be provided with training which they are expected to undertake.

3. Meetings

Meetings shall be convened as required, but at least annually, to review the Clerk's performance, salary and terms of employment.

Meetings shall be convened, in accordance with the Council's Standing Orders and will be held in Ambrosden Village Hall.

It will be possible to exclude the press and public under the Public Bodies (Admissions to Meetings) Act 1960 should the nature of the meeting be considered confidential.

4. Delegated Responsibility

The Full Council delegates to the Committee the authority to:

- manage all personnel, employment and recruitment matters;
- act on behalf of the Council in cases of urgent staffing issues which cannot wait until the next Council meeting;
- establish sub-committees or panels for disciplinary, grievance, capability, recruitment or appeal proceedings.

Reports and recommendations shall be made to the Full Council as necessary.

5. Functions

The Committee is responsible for the following:

5.1 HR Strategy and Policy

- Developing and reviewing HR policies and procedures.

- Reviewing staffing related policies annually and recommending updates to full Council.
- Ensuring compliance with employment legislation and best practice.

5.2 Staffing Structure and Roles

- Reviewing staffing levels and structure.
- Reviewing job descriptions and person specifications.
- Considering staff retention, development and training needs.

5.3 Recruitment and Appointment

- Overseeing recruitment, selection and appointment processes.
- Establishing recruitment panels for the appointment of staff.
- Managing staff vetting, including references, right to work checks and DBS where required.

5.4 Terms and Conditions of Employment

- Reviewing contracts of employment and general terms of service.
- Considering working hours, pension arrangements and special conditions relating to individual roles.
- Reviewing salary grading, pay and remuneration annually.

5.5 Leave and Absence

- Overseeing all leave entitlements including annual leave, statutory leave, sickness absence and special leave.
- Managing sickness absence in accordance with the Council's Sickness & Absence Policy.

5.6 Performance, Conduct and Welfare

- Overseeing staff performance review and appraisal processes on a regular basis.
- Managing disciplinary, grievance, capability, grading and appeal procedures.
- Ensuring the health, safety and welfare of staff.
- Considering matters relating to trade union recognition where relevant.

5.7 Retirement

- Considering staff retirement matters in accordance with the Council's Retirement Policy.

6. Confidentiality

Staffing matters are generally confidential.

While other Councillors may attend the public section of any Committee meeting, those Councillors not appointed to the Committee are not entitled to remain for confidential matters.

7. Reporting

The Committee shall report to the Full Council after it meets and shall make any recommendations as appropriate.

8. Review

These Terms of Reference were adopted at a meeting of the Parish Council on 20 August 2026 (Minute Reference 210 20/8/26 10. b.) to be reviewed in two years or sooner should circumstance or legislation dictate.