



SOUTHAM PARISH COUNCIL

STAFFING COMMITTEE – TERMS OF REFERENCE

**Approved by Council Minute 7 – 10th May 2022
Due for review – May 2023**

Introduction

The Staffing Committee is constituted to ensure that the Parish Council complies with the requirements of employment law and follows best practice in providing good working conditions for the Clerk, including health and safety.

Membership

- The Staffing Committee will be appointed by Full Council in accordance with item 4(d) of the Council's Standing Orders.
- Four members will be appointed to the Committee at the Annual Meeting of the Council.
- In order for a meeting to be quorate, three members will be required to attend.
- The Committee will appoint a Chairman at its first meeting.

Responsibilities

The Staffing Committee will be responsible for:

- Appointing from its membership a recruitment panel, when necessary, for the recruitment of a Clerk.
- Determining terms and conditions of employment.
- Providing a recommendation to Full Council for the appointment of a new Clerk.
- Conducting the assessment after completion of the probationary period of a new Clerk.
- Appointing a member to carry out the Clerk's annual appraisal.
- Dealing with any grievances and disciplinary matters in accordance with the Council's Grievance and Disciplinary Procedures.

Review

These Terms of Reference shall be reviewed annually at the Annual Meeting of the Parish Council.