Allington Parish Council

STAFFING ADVISORY COMMITTEE - TERMS OF REFERENCE

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Introduction

Allington Parish Council has agreed to adopt the Staffing Committee Terms of Reference at its meeting held on 09/09/2026 and has recorded the decision under Minute Reference .

Allington Parish Council will review these Terms of Reference at its Annual Parish Council meeting in May of each year.

1. Purpose of the Staffing Committee.

i. The Staffing Committee is established to manage all matters relating to the employment of the Parish Council's staff, ensuring compliance with employment law and best practice.

2. Membership

i. The committee shall consist of a minimum of 3 councillors, appointed annually at the Annual Meeting of the Parish Council

ii. At the committees first meeting following the Annual Meeting, a Chair is to be elected. The Chairperson shall not be the same person as the Chair of the Parish Council. Where there is not a clear majority vote for one person, then a vote will be taken by the full council

iii. The quorum shall be 2 members.

Adopted September 2026
For review May 2027
Minute ref 105/26

3. Responsibilities

The Staffing Committee shall:

i. Recruitment: Oversee the recruitment and selection of staff, including the Clerk and any other employees. Recommend job descriptions, person specifications, and advertisements.

ii. Performance Management: Conduct annual appraisals for all staff. Monitor performance and recommend training or development as required.

iii. Pay and Conditions: Review salaries, contracts, and terms of employment. Make recommendations to the full council regarding pay awards and contractual changes.

iv. Disciplinary and Grievance: Handle disciplinary and grievance matters in accordance with council policies. Appoint panels for hearings and appeals where necessary.

v. Policy and Compliance: Ensure all employment policies are up to date and comply with current legislation. Recommend new policies or amendments to the full council.

vi. The committee shall seek professional legal or HR advice as deemed necessary to fulfil their duties, approved by full council.

4. Authority

i. The committee has no delegated powers, proposed decisions and recommendations should be referred to full council, for endorsement or otherwise, at the first appropriate opportunity.

5. Meetings

i. Meetings shall be held as required and will normally be closed to the public due to the confidential nature of staffing matters.

ii. Minutes will be recorded and reported to the full council, excluding confidential details.

6. Confidentiality

All discussions and documents relating to staffing matters are strictly confidential and must not be disclosed out.

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