STILTON PARISH COUNCIL

Stilton Pavilion, High Street, Stilton PE7 3RA
Telephone: 01733 639106 - Email: clerk@stiltonparishcouncil.gov.uk

Terms of Reference

Staffing Sub-Committee

1. The Staffing Sub-Committee reports to the Finance, General Purpose and Communication Committee and shall be a standing Sub-Committee of the Parish Council. It shall support the Parish Council, its officers and its members in dealing with staffing and personnel matters.

2. **Confidentiality**

   All members of the Sub-Committee must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.

3. **Powers and Responsibilities**. The Sub-Committee shall:

   a) Invite, when required, specialist professional Officers or advisors to attend meetings to provide guidance as to matters under discussion;
   b) Oversee the staff appointment and recruitment process of Council employees
   c) Review staff salaries and terms of conditions, assessing the workloads of staff, consultants and advisors and the setting, when necessary, of priorities of work and workload controls;
   d) Review and appraise annually the performance of employees; and recommend adjustment of salary levels to the Finance, General Purpose and Communication Committee;
   e) Oversee staff welfare and the professional development of staff including the development of job descriptions and staff training;
   f) Annually review contracts of employment, job descriptions and person specifications for staff and report to the Finance, General Purpose and Communication Committee;
   g) Promote the training of councillors;
   h) Deal with matters arising under legislation relating to contracts of employment and industrial relations.
   i) Deal with any disciplinary matter in accordance with the Council's Disciplinary Procedure and recommend actions to the Finance, General Purpose and Communication Committee;
   j) Deal with any grievance matter in accordance with the Council's Grievance Procedure and to recommend actions to the Finance, General Purpose and Communication Committee.
   k) Review all policies that relate to staff employment. Those polices include …
      - Appraisal Policy
      - Dignity at Work Policy
      - Disciplinary Policy
      - Grievance Policy
      - Homeworking Policy
      - Performance Management Policy
      - Staff Sickness Policy
      - Training and Development Policy.

4. **The Chairman**

   The Sub-Committee shall be appointed by the Parish Council at the May meeting. Another

councillor may be elected as a Temporary Chairman from those councillors present in the event of the Chairman not being present at any meeting.
Prior to the agenda being issued, the Chairman of the Sub-Committee will liaise with the clerk regarding the items for inclusion.

5. Membership

Three councillors appointed by the Parish Council (these may be substituted if required on a meeting-by-meeting basis). A quorum shall be three members. The Chairman (and/or vice-Chairman) of the Parish Council may attend Sub-Committee meetings, ex officio, but have no voting rights.
Sub-Committee members are required to read the documentation relating to agenda items prior to attending the meeting.

6. Meetings

a) The Sub-Committee shall meet as and when necessary;
b) Meetings can be convened at 48 hours' notice, but where possible the 3 working day rule will apply;
c) Parish Council Standing Orders and Financial Regulations apply to all Parish Council Committees and Sub-Committees.
d) If a member is unable to attend the meeting, they should, where possible, inform the clerk no later than noon on the day of the meeting.
e) Minutes of the Sub-Committee will be circulated to all Members of the Council and signed by the Chariman of the Staffing Sub-Committee at the next meeting.

7. Meeting Protocol

a) All meetings shall be called and minuted in accordance with Parish Council Standing Orders and Financial Regulations. The Parish Clerk/RFO shall provide guidance, when needed, to the Sub-Committee on relevant regulations, procedures and reporting;
b) Meetings shall be in private rather than in public due to the confidential nature of business;
c) The Chair of the Sub-Committee shall provide a report to the next Finance, General Purpose and Communication Committee meeting (or Parish Council if more practicable)
d) The Sub-Committee shall be a standing committee, however, the effectiveness of the committee and sub-committee structure will be assessed annually at the May meeting to ensure the effectiveness of the structure and the reporting process.

8. Document Review

Reviewed: 12 May 2026 (agenda item PC106/26)
Next review date: May 2027