



HALEBANK PARISH COUNCIL TERMS OF REFERENCE FOR THE STAFFING COMMITTEE



ADOPTED MAY 2025
11.1 (II)

These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders &/or Financial Regulations.

Background:

This committee is appointed to make decisions on all staffing matters subject to budget and expenditure by Halebank Parish Council.

Terms of the Committee:

1. To establish and keep under review the staffing structure in consultation with the Parish Council.
2. To draft, implement, review, monitor and revise policies for staff.
3. To establish and review staff salary pay scales for all categories of staff and be responsible for administration and review.
4. To oversee the recruitment and appointment of staff
5. To arrange execution of new employment contracts and change to contracts.
6. To review and revise employment contracts in consultation with staff in compliance with legislation and, as appropriate, to recommend any changes to the Parish Council.
7. To oversee the management of the Clerk.
8. To keep under review the Clerks Job Description and ensure it reflects the requirement of the role.
9. To establish and review performance management (including annual appraisals) and staff training programmes.
10. To keep under review staff working conditions and Health and Safety matters.
11. To monitor and address regular and sustained staff absence.
12. To make recommendations on staffing related expenditure to Halebank Parish Council.
13. To consider any appeal against a decision in respect of pay.
14. To consider a grievance or disciplinary matter (and any appeal) including being responsible for any decision to suspend the Clerk and implement the suspension and authorise the Clerk to impose suspension of other employees if the need arises.
15. To oversee any process leading to the dismissal of staff (including redundancy).
16. To consist of 3 parish councillors as a minimum.
17. The committee is authorised to establish sub committees and working groups as and when necessary to assist in its work.

