



Terms of Reference Staffing Committee

The Staffing Committee is appointed to manage the Clerk and to consider grievance or disciplinary matters referred from the Council.

1. Purpose of Committee

- 1.1 To manage, supervise and appraise the Clerk, administer leave requests, record and monitor absences from work.
- 1.2 To report the outcome of the Clerk's appraisal to the Council in sufficient details that allows the recommendations of the Committee to be understood but respects the confidential nature of the appraisal process.
- 1.3 To store the employment record of the Clerk securely in a portable document safe.
- 1.4 To consider grievance or disciplinary matters in accordance with the Council's grievance or disciplinary policy.
- 1.5 To make recommendations on staff management and recruitment to Council.
- 1.6 To annually review staffing hours and salary and make recommendations to Council.

2. Delegated Powers

- 2.1 To manage the appraisal process of the clerk on behalf of Council.
- 2.2 To manage grievance or disciplinary matters in accordance with the Council's grievance or disciplinary policy.
- 2.3 To manage staff recruitment within agreed budgets.

3. Membership

- 3.1 Four members of the Staffing Committee will be elected to serve on the Committee, at the Annual Meeting of the Cuxton Parish Council.
- 3.2 Three members of the Committee will constitute a quorum.
- 3.3 Any member of the Council may be co-opted on to this Committee to ensure a meeting is quorate or where there may be a conflict of interest.
- 3.4 A Chairman will be elected annually at the first meeting of the Committee following the Annual meeting of the Cuxton Parish Council.

4. Meetings

- 4.1 The calendar of meetings shall be confirmed at the Annual Meeting of the Cuxton Parish Council.

5. Review

5.1 These terms of reference are to be reviewed annually.

Signed: *Sarah Wilson*

Chairman:

Reviewed

Date: *05.09.2023*