



Terms of Reference Staffing Committee 2025/26

1. Authority

The Staffing Committee is appointed by, and solely responsible to Clayton Parish Council. The Committee's duties are defined and agreed by the Main Council, which may vote, at any time, to modify the Committee's powers. The Committee will have delegated powers, to act on behalf of the Council, to deal with all personnel, employment, and recruitment issues, except financial matters.

2. Frequency of meetings

The Staffing Committee will meet every 3-months or as required.

3. Membership

The Committee should consist of 3 parish Councillors, and at its first meeting will elect a Chair to preside over future meetings to be re-elected each year following Annual Parish Council meeting. A quorum will be three elected Members. The Chair of Clayton Parish Council will have ex-officio membership and full voting rights

The membership for 2025/26 will consist of the following Councillors:

Cllr Houldsworth (ex officio)
Cllr Lord
Cllr Thirkill
Cllr Gudgeon

4. Records of Proceedings

The Committee will meet every 3-months or greater if necessary. Written minutes will be taken to record the Committee's decisions and will be circulated to all members and adopted at the next Parish Council meeting. The Parish Clerk will be responsible for arranging the recording and distribution of the minutes. All members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.

5. Responsibilities

The responsibilities of the Committee are:

- To provide oversight of the annual review and appraisal of the performance of employees and to recommend adjustment of salary levels if appropriate. The staffing committee chair will conduct the annual appraisal of the Clerk and the clerk will conduct the appraisal of any other member of staff.

- To formulate the terms and conditions of employment, including but not limited to the preparation of the contract of employment for all members of staff.
- Chairman of the Council to provide line-manager function for Clerk, including responsibility for day to day matters, such as authorisation of Clerk holiday, sick leave and absence from work. Clerk to provide line-manager function for the hybrid library coordinator.
- To ensure the Council complies with all legislative requirements relating to the employment of staff.
- To deal with any staff disciplinary matter in accordance with the Council's Disciplinary Procedure.
- To deal with any staff grievance in accordance with the Council's Grievance Procedure.
- To periodically review all employment policies and procedures, including the Grievance and Disciplinary Procedures, and the Equality Statement, Fairness and Dignity at Work Policy.
- To oversee the appointment and recruitment process of Council employees.
- To ensure employees are appointed in accordance with the Council's Recruitment Procedure, Equal Opportunities Statement and Guidelines on Employment Practice.
- To recommend the appointment or termination of contract for the Clerk and hybrid library coordinator.
- To provide oversight and recommendations towards the professional development (training) of Councillors ensuring fitness to practice in line with the Nolan principles and ethical standards of public office.
- To provide oversight of the initial co-option process with suitable candidates then going on to full council for consideration.

Confirmed by resolution at a full council meeting, in public: [REDACTED]