

Yealmpton Parish Council – Staffing Committee Terms of Reference

1. Purpose

The Staffing Committee is established to oversee all matters relating to the employment, performance, and welfare of council staff, ensuring compliance with employment law and best practice.

2. Membership

- The committee shall consist of 3–5 councillors appointed by Full Council.
- Membership shall be reviewed annually at the Annual Meeting of the Council.
- The committee may not include non-councillors due to the confidential nature of staffing matters.

3. Quorum

- The quorum shall be a minimum of three councillors.

4. Meetings

- The committee shall meet as required, in response to staffing matters or council instruction.
- Meetings shall be convened by the Clerk or Chair of the Committee.
- Minutes shall be taken and submitted to Full Council, subject to confidentiality.

5. Delegated Authority

The committee is delegated authority to:

- Oversee recruitment, selection, and appointment of staff.
- Review contracts, job descriptions, and terms of employment.
- Conduct staff appraisals and performance reviews.
- Manage disciplinary, grievance, and capability procedures.
- Recommend salary reviews and contractual changes to Full Council.
- Ensure compliance with employment legislation and council policies.

6. Confidentiality

- All matters discussed shall remain confidential and subject to GDPR and Data Protection legislation.
- Members must not disclose personal or sensitive information outside the committee.

7. Reporting

- The committee shall report to Full Council on non-confidential matters and make recommendations where appropriate.
- Any decisions requiring budgetary approval must be referred to Full Council.

8. Review

- These Terms of Reference shall be reviewed annually and amended as necessary by Full Council.