

HORAM PARISH COUNCIL

STAFFING COMMITTEE

Adopted May 2025

Terms of Reference

ESALC have confirmed that a staffing committee can have delegated authority to recruit new employees and authorise pay rises - as long as this is in the Terms of Reference which has been approved by Full Council.

Arnold Baker page 239 23.9, says that a local authority may arrange for any of its functions to be discharged by a committee (except the issuing of precept).

Arnold Baker page 70 7.48 the main additional point it states here is that a committee must consist of more than one member if it is exercising functions (as opposed to merely giving advice)

Membership

- The Chairman of the Council, the Chairman of the Planning and Highways Committee and the Chairman of the Finance Committee and one additional councillor with relevant experience
- The Staffing Committee must consist of at least one female and at least one male
- The additional member of the Staffing Committee shall be established at the first meeting of the council after the Annual Meeting of the council
- The Chairman and Vice-Chairman of the Staffing Committee shall be elected at the first meeting of the Staffing Committee after the Annual Meeting of the council. The Chairman (or the Vice-Chairman in the Chairman's absence) shall have the casting vote
- Committee members are required to review any documentation relating to agenda items prior to attending the meeting
- The Council may vote to disqualify a member from all Committees and Working parties if it is felt that a particular councillor/non-voting member is disrupting the work of the council

Quorum:

- A quorum will be three members

Meetings:

- The committee shall meet at least twice a year, and as and when necessary
- Meetings will be in private due to the confidential nature of the business

- The Chairman of the Staffing Committee (or the Vice-Chairman in the Chairman's absence) shall have the responsibility of calling the meeting apart from the first meeting of the Staffing Committee which shall be called by the Clerk
- The committee may invite such persons to attend its meetings as it deems necessary
- The Clerk or Administration Assistant in her absence shall be responsible for the preparation of the committee meeting agenda and minutes
- Minutes shall be circulated to all members of the Staffing Committee and, at the discretion of the committee chair, to those required to be in attendance
- Members of the committee will be given at least 5 working days' notice
- All meetings are held in the Horam Centre

Confidentiality:

- All members must preserve confidentiality of all individual staffing matters pertaining to the business of the council

Staffing:

- To review the staffing of the Council to ensure the smooth running of the council
- To arrange for all vacancies to be filled as quickly as possible.
- To resolve the appointment of new staff members/contracts of employment
- To resolve pay grades of staff members
- To review any relevant policies and make recommendations to Full Council

Appraisal:

- To arrange an appraisal for the Clerk on an annual basis
- The Clerk to be responsible for the Administration Assistant's appraisal on an annual basis and make recommendations to the Staffing Committee

Records:

- To consider the adequacy of the council's personnel records and to make recommendations (changes) for improvement when necessary

Contracts of Employment:

- To review annually as appropriate the provisions and terms of contracts of employment, including any pension entitlement, of all staff employed by the council

Reports:

- To receive, review, report and make recommendations to the council to resolve any staffing issues received by the committee

Clerk
May 2025