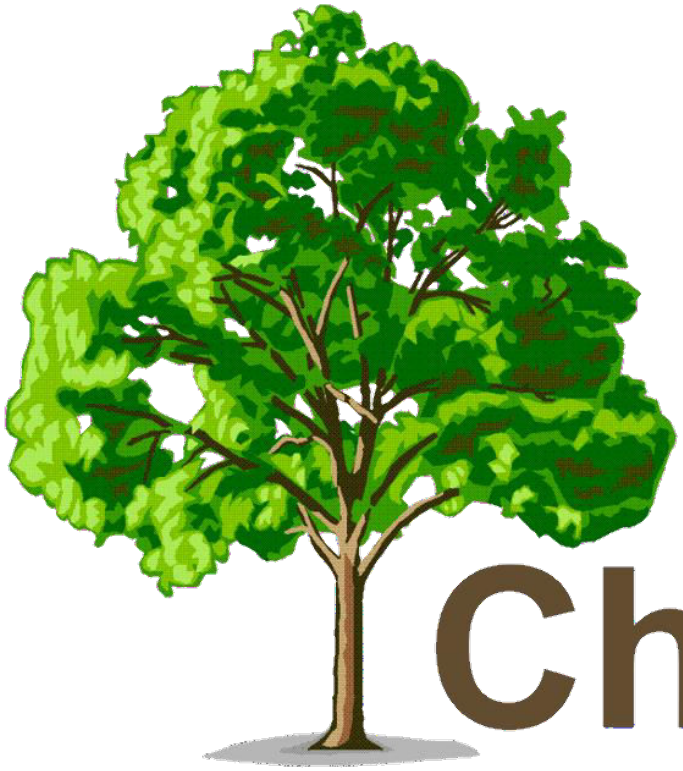


Charvil

Parish Council

Staffing Committee

Terms of Reference

Version 1.2 – May 2026

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1 Document Control Information

Title: Staffing Committee Terms of Reference

Date: May 2026

Version: 1.2

Authors: Charvil Parish Council

Version Control:

Version	Date	Description
1.0	May 2016	Policy Published
1.1	May 2024	Reviewed & Updated
1.2	May 2026	Reviewed, no updates needed

Approved by:

Title	Name	Signature	Date
Chair of the Council	Matthew Walker		
Clerk to the Council	Miranda Parker		

Planned Review Date:

May 2027

2 References

3 Membership

3.1 The Charvil Parish Council (CPC) Staffing Committee must consist of at least four Councillors and the Chairman who has a watching brief. The Chairman and Membership of the Committee is established at the Annual Parish Council Meeting (as per Standing Orders) or at a Council meeting. The Vice-Chairman of the committee shall be appointed at the first meeting of the Committee during the Municipal Year (as per Standing Orders). As an exception to Standing Orders only the Chairman of the Parish Council (as the line manager of the employees) may attend Committee meetings, ex officio. Members of staff are invited Background

4 Quorum

4.1 A quorum will be three Councillors.

5 Meetings

5.1 The Committee will meet twice a year, and as and when necessary. Meetings will be in private rather than in public due to the confidential nature of business.

6 Confidentiality

6.1 All members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.

7 Delegated Powers

7.1 The Committee will be an advisory body, to advise on all personnel, employment, and recruitment issues.

8 Powers & Responsibilities

8.1 To advise Council on issues of staff pay and conditions.

8.2 To consider and recommend harmonisation of the terms and conditions of service and pension provision of employees.

8.3 To annually review and appraise the performance of employees and to recommend adjustment of salary levels to Full Council.

8.4 Chairman of the Council to provide line-manager function for employees, including responsibility for day to day matters, such as authorisation of staff holiday, sick leave and absence from work.

8.5 To ensure the Council complies with all legislative requirements relating to the employment of staff.

8.6 To advise on any staff disciplinary matter in accordance with the Council's Disciplinary Procedure.

8.7 To advise on any staff grievance in accordance with the Council's Grievance Procedure.

8.8 To periodically review all employment policies and procedures, including the Grievance and Disciplinary Procedures, and the Equality Statement, Fairness and Dignity at Work Policy.

8.9 To oversee the appointment and recruitment process of Council employees.

8.10 To ensure employees are appointed in accordance with the Council's Recruitment Procedure, Equal Opportunities Statement and Guidelines on Employment Practice.

8.11 To recommend the appointment or termination of contract for the Clerk.