**Boughton Parish Council**
Staffing Committee Terms of Reference

**Background**

Boughton Parish Council as an employer wishes to provide effective and professional staff management of all matters related to the employee(s) of the Parish Council.

**Terms of Reference**

1. All Parish Councillors shall be members of the Staffing Committee.

2. The quorum of the Staffing Committee shall be three Councillors. Those present at each meeting will elect a Chair for the meeting.

3. The Parish Council Clerk will be the Clerk of the Committee. If due to the nature of the meeting this is inappropriate, then a Councillor shall be the Clerk for the meeting.

4. The Committee shall meet as required, as determined by the Clerk and/or Chair or Vice-Chair of the Parish Council, with at least 3 working days notice to be provided to all parties.

5. As the meetings will typically concern the conduct and terms of service of employees, meetings will not be open to the public.

6. The function of the Staffing Committee shall be as follows:-

    a. To undertake and review staff appraisals
    b. To review job descriptions, person specifications and all contracts of employment for recommendation to Full Council for approval
    c. To review employment policies/procedures for recommendation to Full Council for approval
    d. To oversee any disciplinary investigation in line with the council's disciplinary procedures which includes appointing an investigator and deciding if any disciplinary action against the employee will or will not be taken
    e. To oversee an employee's formal grievance(s) in line with the council's grievance procedures
    f. To ensure that confidentiality is maintained over all staffing matters under Data Protection legislation and the Code of Conduct by all members of the council
    g. To consider and implement any changes which are required to comply with Employment Law, Health & Safety Law and Terms and Conditions of Service.

*Adopted: at Full Council Meeting 15 May 2023*
*Minute:   23/2864/C*