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CHURCH CROOKHAM  
PARISH COUNCIL

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# Terms of Reference

## Staff Committee

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| Adopted        | N/A      |
| Version number | 6.0      |
| Last reviewed  | May 2026 |
| Next review    | May 2027 |

1. The quorum shall be three members. Chair of the Parish Council and at least 2 other members. Chair or Vice-Chair of the Staffing Committee may nominate a non-member of the committee to attend a Staffing Committee meeting in the absence of one of its member.
2. Membership of the Committee is established at the annual meeting of the Council.
3. One meeting will be held every year to review all staff contracts and job descriptions and HR policies. Otherwise, meetings will be convened as and when necessary, e.g. to deal with grievance or disciplinary matters; to recruit to staff vacancies; or to deal with other emerging personnel issues.
4. Specific Delegated Powers:
  - I. To review staffing structures and levels and make recommendations to the Council.
  - II. To agree and review annually contracts of employment, job descriptions and person specifications for staff.
  - III. To review staff salaries and terms of conditions and make recommendations to Council.
5. Recruitment Panel
  - I. To form a recruitment panel from amongst the Staffing Committee members when necessary and recommend appointments and on what terms and conditions to Council. Recruitment panels will normally include three members in the case of appointment to the Parish Clerk or RFO posts; and at least one member of the Committee plus the Clerk for all other posts.
  - II. Delegated authority is given to the recruitment panel to review applications, shortlist candidates for interview and carry out interviews to make recommendations for appointment to Full Council for approval. (via FORMS is permissible when an offer of employment should be made to secure a candidate and timing of next Full Council is not suitable).
6. To form an employment grievance and disciplinary appeal panel to consist of one member of the Staffing Committee and two non-members of the Finance & Policy Committee unless a third-party independent mediator is required to be involved in the disciplinary or grievance issue. Please also see Finance & Policy Committee Terms of Reference (14).
7. To deal with any other matter that a meeting of the Full Council considers appropriate to be referred to the Staffing Committee.