

HEATHFIELD AND WALDRON PARISH COUNCIL

STAFFING SUB-COMMITTEE

Terms of Reference

The Staffing Sub-Committee reports to the Finance and General Purposes Committee. It has been set up to deal with staffing and personnel matters.

Membership

The Sub-Committee shall consist of 6 Members. Membership shall be agreed and approved by the Full Council

Meetings will not generally be open to the public (or other Members of the Council) because of the confidential nature of the business to be transacted.

Committee members are required to read the documentation relating to agenda items prior to attending the meeting.

The Council may vote to disqualify any member of the sub-committee from a meeting or from the actual sub-committee, if it is felt that a particular councillor is disrupting the work of the sub-committee.

Quorum

A quorum must comprise at least three Members.

Chairman

At each annual Council meeting, in an election year, members of the Committee will elect, from its number, the Chair and Vice-Chair of the Committee. In a non-election year, the Chair and Vice-Chair of the Committee will be elected at the first meeting of the Committee after the Council annual meeting.

Prior to the issuing of the agenda for the meetings, the Chair of the Committee will liaise with the Clerk over the items to appear on it.

Meetings

Meetings will be held as required and may be convened at short notice to consider urgent staffing matters. Where necessary, and where the law allows, meetings will be held online.

Meetings will be supported by the Clerk, or in her absence, the Assistant Clerk.

The Agenda and notice of the meeting will be notified at least 3 clear working days in advance, in accordance with paragraph 2 of Standing Orders.

Minutes of the Committee will be circulated to all Members of the Council and signed by the Chair of the Staffing Sub-Committee at its next meeting.

Delegated Powers

The Sub-Committee will have the following delegated powers:

- To appoint from its membership a recruitment panel when necessary and recommend appointments to the Council through the FGP Committee
- To agree and review contracts of employment, job descriptions and person specifications for staff and report to the FGP Committee as required
- To review staffing structures and levels and report to the FGP Committee as required
- To review staff salaries and terms of conditions and report to the FGP Committee as required
- To appoint from its membership three members to act as a disciplinary panel as set out in the staff handbook and as an appeals panel in the case of any appeal against disciplinary action taken by the Parish Clerk¹
- To appoint from its membership three members to hear any formal grievance made by the Parish Clerk or other staff against another employee or the Parish Clerk and any appeal against the outcome of a grievance investigation²
- To review all policies that relate to staff employment as required and to make any recommendations to the FGP Committee
- To ensure the Council complies with all legislative requirements relating to the employment of staff³
- Chair of Council and Chair of Staffing sub-committee to undertake the Clerk's annual appraisal, unless he/she has made a grievance or harassment complaint against either of these Councillors, in which case the Vice Chair of the Committee and/or the Council will be substituted in their place.

Notes

¹If there are insufficient members who are independent of the original disciplinary panel, another member of the Council may be substituted instead

²If there are insufficient members who are independent of the original grievance panel, a Member of Council may be substituted instead

³ The Sub-Committee will have regard to any advice from the Parish Council's

appointed Human Resources agent (through the Parish Clerk) and be aware that any decision that goes against this advice may affect the Parish Council's indemnity policy.

H Johnson May 2026