



# DATCHET PARISH COUNCIL

## Staffing Committee & Recruitment Panel Terms of Reference

Committee adopted by resolution	11 <sup>th</sup> Sep 2023
Terms of Reference Reviewed by committee on	
Next Review Date (Annually)	May 2027 (ASM)
Approved at Full Parish Council Meeting	11 <sup>th</sup> May 2026
Minute Ref	236/09b

Document Revised on	Revision Tracking
13/05/2024	- Memebrship updated – Removed: Cllr I Thompson & Cllr M Davies Appointed Cllr Wise , Cllr Glover & Cllr Clemens - Minute Ref : 24/09
03/11/2025	-Amendments to section 8 - Approved by Council on 08/11/2025 – Min Ref 25/187b
11/05/2026	– TOR Approved by Full Council - Min Ref 26/09b



***These terms are supplementary to, and do not override, the Parish Council's Standing Orders &/or Financial Regulations.***

***This Committee is appointed under s.101(2) of the 1972 Act.***

**1. Purpose of Committee**

The committee's primary purpose is to ensure the council complies with the requirements of employment laws and follows best practice in providing good working conditions for employees of the Parish Council including recruitment and welfare.

**2. Membership of the Staffing Committee**

The Committee shall consist of a minimum of three councillors. Non-parish-councillors may not be members. The quorum of the Staffing Committee will be three members.

**3. In attendance**

The Proper Officer or delegated officer may be requested to attend any meeting.

**4. Confidentiality**

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

**5. Meetings**

- The Committee will meet as and when required.
- This Committee Meeting will be called in line with Standing Orders and Financial regulations.
- The Public and Press may not be admitted to these meetings as "In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item".
- In respect of convening ordinary meetings of the Staffing Committee, the Committee Chairman in consultation with the Clerk, may determine the date and time of its meetings.
- All Members of this Committee shall be appointed at the Annual Council Meeting, and remain as a Committee Member until the Annual Meeting of the following year, unless this is preceded by resignation.
- Any changes in membership of this Committee must be agreed by Full Council.
- The Clerk or other appropriate officer will record meetings.
- Standing Orders on rules of debate and all other matters shall apply.

**6. Minutes**

- Minutes of all meetings will be recorded by the Proper Officer (or delegated) and circulated to all members of the committee and to all Full Council members. (Not the public)
- All resolutions and recommendations made to Full Council shall be recorded in the minutes of the appropriate meeting.

**7. Delegated Powers**

- The Committee will hold delegated powers to deal with all personnel, employment and recruitment issues with reports and recommendations made to the parish council as necessary. In cases of emergency that will not wait until the next council meeting, the committee will have full powers to act on behalf of the council.
- The Committee will have the authority to agree terms of employment, contracts and make offers of employment with the exception of the role of Proper Officer whose appointment shall be referred to Full Council. On making an offer of employment the Interview Panel shall



offer no more than the base salary agreed for the job plus 10% without reference to Full Council.

- The Staffing Committee has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Staffing Committee's terms of reference shall be made to Full Council.
- The Staffing Committee has delegated powers to approve annual performance salary increased that are a contractual entitlement. Such salary uplifts will be reported to council.
- The Staffing Committee has delegated powers to approve the carry over of annual leave in excess of 5 days.
- The staffing committee have delegated powers to elect members to the committee.

## **8. Responsibilities**

- The Chair of the Staffing Committee will provide line-manager function for the Clerk, including responsibility for day-to-day matters, such as authorisation of holiday, sick leave and absence from work.
- The Clerk will provide line-manager function for other staff, including responsibility for day-to-day matters, such as authorisation of holiday, sick leave and absence from work.

### **The Committee will:**

- To review staffing structures and levels and make recommendations to the Council.
- To agree and review annually contracts of employment, job descriptions, person specifications for staff and to annually review the Clerk/RFO performance, to be reported to Council.
- To review staff salaries, pensions and terms of conditions and make recommendations to Council.
- To appoint, from the Full Council members, a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include at least three members in the case of appointment plus the Clerk.
- The committee will meet to discuss the staffing budget requirements each year which will then be considered by the Finance Committee during the budget setting process.
- To approve requests within the training budget for training requirements.
- To manage long term sickness and incidents at work in line with the council's agreed Policies.
- Review all employment policies and procedures periodically, including the Grievance and Disciplinary Procedures.
- To appoint, from the Full Council, members to act as a disciplinary panel as set out in the Council's Disciplinary Policy, and as an appeals panel in the case of any appeal against disciplinary action.
- To appoint from the Full Council, members to hear any formal grievance, as per the Council's Grievance Policy.
- To review health and safety at work for all Council employees.
- To ensure the Council complies with all legislative requirements relating to the employment of staff.

The Staffing Committee's Terms of Reference are to be reviewed annually at the Annual Statutory Meeting.