



Ashington Parish Council

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STAFFING COMMITTEE TERMS OF REFERENCE

The Staffing Committee is constituted as a Standing Committee of Ashington Parish Council. The primary purpose of the committee is to manage the Council's employment responsibilities to include existing staff and recruitment of new staff. The committee duties are defined and agreed by the Council, which may vote, at any time, to modify the duties.

The committee will be mindful of the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Staffing Committee.

1. Membership of the Staffing Committee

- a. Membership of the committee will be decided at the Annual Parish Council Meeting in May each year.
- b. The committee shall consist of 3 members of the parish council.
- c. The Chair (and Vice-Chair if required) of the committee will be elected by the committee membership at its first meeting after the Annual Parish Council Meeting.
- d. The committee shall be subject to a quorum of three of its members. Substitute members (who must be councillors) are permitted if the meeting will be inquorate, providing statutory notice has been given, and in consultation with the Clerk.
- e. All members will have voting rights.
- f. All councillors not elected to the Staffing Committee may attend and participate in the public session of the meeting but shall not be entitled to vote.

2. Meetings

- a. All meetings of the Staffing Committee will be convened in accordance with the parish council's standing orders.
- b. Meetings to be convened as per the schedule of meeting dates agreed at the Annual Parish Council Meeting.
- c. Additional meetings to be arranged as required, but to be a minimum of 1 per year, and to include the month before the anniversary of the Clerk's employment date (for the purposes of the annual pay increment) and the month before the Finance Committee's budget and precept preparations meeting.
- d. Meetings will be minuted by the Clerk / RFO or a member of the committee.
- e. Minutes to be presented to the next available ordinary meeting of the council.

3. Responsibilities

The Staffing Committee will be responsible for the following employment issues:

- a. To review staffing structure and make recommendations to the Council.
- b. To consider terms of employment, job description, pension and salary scale for all staff members and present a final draft to the Council for consideration and approval, taking as its basis the nationally agreed terms and conditions and contracts of employment produced by the NALC and the SLCC.
- c. To consider any amendments to the contract of employment and job description as put forward by either the Council or the employee or any professional body and recommend to the Council any action necessary.
- d. To consider policies and procedures relevant to employment and present a final draft to the Council for consideration and approval, taking as its basis model procedures and policies provided by professional bodies such as the NALC, WSALC, SLCC etc.
- e. To review those policies on an annual basis.
- f. To act as a recruitment panel when necessary and recommend appointments to the Council. Recruitment panel to include the Clerk.
- g. To arrange an annual appraisal for each employee by the end of October each year.
- h. To make a recommendation to the Council with regard to the annual pay increment for each employee.
- i. To investigate any complaint relating to an employee of the Council and take any action and report to the Council.
- j. To consider all Health and Safety aspects in relation to the Council's role as an employer.
- k. To review the Council complies with all legislative requirements relating to the employment of staff.
- l. To appoint members to act as a disciplinary panel, and as an appeals panel in the case of any appeal against disciplinary action.
- m. To appoint members to hear any formal grievance.
- n. To appoint a member of the committee to seek advice for the committee in the event of a dispute between the Council and the Clerk.
- o. To consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action.
- p. To determine the training and qualification needs of the Council and staff.
- q. To recommend as appropriate any financial decisions to the Finance Committee or the Council.

Ashington Parish Council Staffing Committee - Terms of Reference

First adopted: 12th March 2026 ref: 063/26

Annual review: May (Annual Parish Council Meeting)

Last review: 14th May 2026