Warndon Villages Parish Council

Terms of Reference for the Staffing Committee

General

i. Membership of the sub-committee and its quorum will be determined by Council.

ii. The sub-committee will be mindful:

- of the legal framework for, and good practice in, employment matters
- 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 sub-committee
- of the nationally negotiated model contract, benchmarking, and terms and conditions for the employment of the Clerk to the Council
- of relevant Council protocols and policies

iii. The sub-committee will also be mindful of the confidential nature of some of the discussions between sub-committee members, staff, volunteers, and workers.

Matters for recommendation to the Council committees

iv. The sub-committee will receive reports from the Clerk and make recommendations to the Finance committee regarding the legal framework for, and good practice in, employment matters.

v. The sub-committee will receive reports from the Clerk and make recommendations to the Policies and Procedures committee regarding all other policy issues relating to staff, volunteers, and workers.

Matters for delegation to the sub-committee

vi. Be responsible for staff recruitment

vii. Confirm individual Contracts of Employment and all terms and conditions

viii. Make arrangements for regular objective review of the Clerk's performance by this sub-committee and take necessary action thereon

ix. Decide upon and recommend annual salary awards

x. Appoint a member of the sub-committee to seek advice for the sub-committee in the event of a dispute between the Council and the Clerk

xi. Consider matters arising under the Council's Disciplinary and Grievance procedures, appoint an appeals Panel, whose members will not be members of the Staffing sub-committee, and appoint the Chair of the Appeals Panel who will initiate an Appeals Panel meeting

xii. Consider recommendations from the Appeals Panel and take necessary actions thereon

Reviewed at the Parish Council Meeting on 11.5.2026