

# CORRINGTONHAM PARISH COUNCIL

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## STAFFING COMMITTEE - TERMS OF REFERENCE

ADOPTED JANUARY 2026

Doc Title:	<b>Staffing Committee – Terms of reference V1</b>	Reviewed & Approved	Council Jan 2026
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## Introduction

Corringham Parish Council has agreed to adopt the Staffing Committee Terms of Reference at its meeting held on 6<sup>th</sup> January 2026 and has recorded the decision under Minute Reference .

Corringham Parish Council will review these Terms of Reference at its Annual Parish Council meeting in May of each year.

### **1. Purpose of the Finance Committee.**

- i. The Staffing Committee is established to manage all matters relating to the employment of the Parish Council's staff, ensuring compliance with employment law and best practice.

### **2. Membership**

- i. The committee shall consist of a minimum of 3 councillors, appointed annually at the Annual Meeting of the Parish Council.
- ii. The Chair of the Parish Council may be an ex-officio member.
- iii. The quorum shall be 2 members.

### **3. Responsibilities**

The Staffing Committee shall:

- i. Recruitment: Oversee the recruitment and selection of staff, including the Clerk and any other employees. Approve job descriptions, person specifications, and advertisements.
- ii. Performance Management: Conduct annual appraisals for all staff. Monitor performance and recommend training or development as required.
- iii. Pay and Conditions: Review salaries, contracts, and terms of employment. Make recommendations to the full council regarding pay awards and contractual changes.

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- iv. Disciplinary and Grievance: Handle disciplinary and grievance matters in accordance with council policies. Appoint panels for hearings and appeals where necessary.
- v. Policy and Compliance: Ensure all employment policies are up to date and comply with current legislation. Recommend new policies or amendments to the full council.

## 4. Authority

- i. The committee may make decisions within the budget and policies approved by the full council.
- ii. Any recommendations outside these limits must be referred to the full council for approval.

## 5. Meetings

- i. Meetings shall be held as required and will normally be closed to the public due to the confidential nature of staffing matters.
- ii. Minutes will be recorded and reported to the full council, excluding confidential details.

## 6. Confidentiality

All discussions and documents relating to staffing matters are strictly confidential and must not be disclosed outside the committee.

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