

STAFFING COMMITTEE - TERMS OF REFERENCE

ADOPTED JANUARY 2026

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Introduction

Corringham Parish Council has agreed to adopt the Staffing Committee Terms of Reference at its meeting held on 6th 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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