



**CHURCH CROOKHAM PARISH COUNCIL  
STAFFING COMMITTEE  
TERMS OF REFERENCE**

1. The committee shall comprise of five members: Chair and vice-Chair of the Parish Council and 3 other members. Three is the quorum.  
Chair or Vice-Chair of the Staffing Committee may nominate a non-member of the committee to attend a Staffing Committee meeting in the absence of one of its members
2. Membership of the Committee is established at the annual meeting of the Council.
3. One meeting will be held every year to review all staff contracts and job descriptions and HR policies. Otherwise meetings will be convened as and when necessary, e.g. to deal with grievance or disciplinary matters; to recruit to staff vacancies; or to deal with other emerging personnel issues.
4. Specific Delegated Powers:
  - I. To review staffing structures and levels and make recommendations to the Council.
  - II. To agree and review annually contracts of employment, job descriptions and person specifications for staff.
  - III. To review staff salaries and terms of conditions and make recommendations to Council.
5. To form a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include the three members in the case of appointment to the Parish Clerk or RFO posts; and one member of the Committee plus the Clerk for all other posts.
6. To form an employment grievance and disciplinary appeal panel to consist of one member of the Staffing Committee and two non-members of the Finance & Policy Committee unless a third party independent mediator is required to be involved in the disciplinary or grievance issue. Please also see Finance & Policy Committee Terms of Reference (14).
7. To deal with any other matter that a meeting of the Full Council considers appropriate to be referred to the Staffing Committee.