



Manduessedum - Mancetter Village
(Place of War Chariots)

Mancetter Parish Council

DOCUMENT CONTROL

Organisation	Mancetter Parish Council
Title	Staffing Committee Terms of Reference
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STAFFING COMMITTEE TERMS OF REFERENCE 2026

Purpose

The purpose of the Staffing Committee is to oversee the organisation, employment, management and terms and conditions of employment of employees of the Council and has the authority to make decisions when required. Full Council will be informed of any decisions made at the next Council meeting. The Staffing Committee can engage professional advisors when required.

Membership

The Staffing Committee shall comprise of at least (3) Councillors. The Committee quorum is three (3) and the Committee shall meet as required. At the Annual meeting each year, the full Council will confirm membership of the Staffing Committee. At the first meeting of the Staffing Committee, a Chair will be appointed and remain until the following May.

Functions

The Committee will be responsible, in conjunction with other professional advisers when required, for:

- developing HR strategy
- developing and reviewing of HR policies and procedures
- staffing levels and structure
- job descriptions/person specifications
- overseeing staff recruitment, selection and appointment
- staff vetting
- staff retention
- determining or reviewing staff conditions of service and general terms of employment
- salary grading and pay including annual staff review and other remuneration matters
- leave entitlements including annual holiday, sickness, statutory entitlements and special leave
- special conditions relating to a specific post or individual



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- allowances, expenses and subsistence
- working hours
- pension arrangements
- sickness absence management
- trade union membership recognition
- staff performance review/appraisals
- operation of the Council disciplinary, grievance, grading and appeal procedures and equal opportunities policy
- health, safety and welfare of staff
- any other matters delegated to the Committee by full Council.

Specific Sub-committees

Specifically focussed Sub-committees could be set up by co-opting other councillors, if required, to deal with any confidential personnel matters such as capability, discipline or grievances as provided for in the relevant Council procedures.

A Recruitment Sub Committee may be appointed and the quorum is three Councillors. A different Chair and Vice Chair to that of the Staffing Committee will be appointed.

An Appeals Sub Committee may be appointed and the quorum is three Councillors. A different Chair and Vice Chair to that of the Staffing Committee and Recruitment Sub Committee will be appointed.

Confidentiality

The meetings of this Committee will be confidential to the members of the Staffing Committee and exclude the press and the public.