

## **DERSINGHAM PARISH COUNCIL**

### **STAFFING COMMITTEE TERMS OF REFERENCE**

1. The Staffing Committee, in accordance with agreed protocols and/or the ACAS Grievance and Disciplinary Procedure, is responsible for
  - Terms and Conditions
  - Job Descriptions
  - Salary Scales
  - Staff Training and Development
  - Codes of Conduct
  - Complaints about or from staff
  - Monitoring Appraisal Procedures
  - Staff Recruitment & Selection
  - Payment of salaries, pension contributions and HMRC
2. The Committee will refer Disciplinary and Grievance related matters to an independent committee set up by Full Council as and when necessary.
3. The Committee is responsible for the welfare of staff and, where relevant, contractors, and will work with the Finance & Administration Committee on issues concerning the Parish office and equipment.
4. The Committee will normally consist of five members and require three to be present to be quorate; the Council may appoint a substitute member(s) if necessary to expedite the business of the Committee or if any members have to stand down where they are directly involved in an issue under discussion (such as a complaint).
5. The Committee may invite anyone to attend its meetings whom it believes may be able to help with any issue under discussion. If the Committee wants professional advice, it may seek it from outside bodies when required.
6. The Committee will hold all of its meetings in private. Its recommendations are also to be discussed in private at Full Council.
7. The Committee may spend on its activities within the budget agreed by Full Council.
8. The Committee should meet monthly unless there is no business to be discussed.
9. The Committee should prepare a draft budget for staff salaries and related costs for the following financial year and submit this to the Finance & Administration by the end of November each year.
10. The Committee should monitor expenditure and income to ensure that its budgets are not exceeded. The Committee may not vire expenditure between budgets without the approval of Full Council.

Amended: Staffing Committee meeting 16<sup>th</sup> June 2025

Adopted by Full Council: 23.06.25