

Bacton Parish Council

Staffing Committee Terms of Reference

Date adopted: 14 May 2026 Minute reference: 140526/34

Purpose: The purpose of the Staffing Committee is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council for ratification.

Membership: The Committee shall comprise of three Councillors; and the quorum is three. The Committee shall meet annually or as required.

Functions: The Committee will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for:-

- 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
- allowances, expenses and subsistence
- working hours
- pension arrangements

- sickness absence management
- staff performance review/appraisals
- operation of the Council disciplinary, grievance, capability, grading and appeal procedures and equal opportunities policy
- health, safety and welfare of staff
- any other matters delegated to the Committee or deemed relevant to these terms of reference.

Confidentiality Parts of the meetings of this Committee will be confidential to the members of the Staffing Committee with the press and the public excluded where appropriate.