

South Walsham 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 including holiday and sick leave
- Job descriptions
- Salary scales
- Staff training and development
- Codes of conduct
- Complaints about or from staff
- Conducting appraisals
- Staff recruitment and selection

2 The committee will refer disciplinary and appeals 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.

4 The Committee will consist of three members; 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.

6 The Committee will task one of its members to take minutes or make alternative arrangements to produce minutes.

7 The Committee will hold all or most of its meetings in private. Its recommendations are also to be discussed in private at full council.

Prepared by P Crook 14/12/23

ADOPTED by South Walsham Parish Council on 8th January 2024