

STAFFING COMMITTEE
TERMS OF REFERENCE
HAMBLEDON PARISH COUNCIL

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Purpose of the Staffing Committee

The committee is appointed to review staffing matters on behalf of the Council.

These regulations are supplementary to, and do not override, the Council's Standing Orders and/or Financial Regulations.

Terms of Reference

1. Membership

- a. The committee shall comprise of three council members.
- b. Committee meetings shall be subject to a quorum of three members.
- c. Members will be appointed at the annual meeting of the Council or, in the case of the resignation of a member(s), at an ordinary Council meeting.
- d. Non-councillor member(s) can be appointed if they have relevant professional experience. However, they will not have voting rights and are subject to item 2 in the same way as councillor members.

2. Confidentiality

All members must preserve the confidentiality of personnel discussions held at meetings, and particularly that of exempt business, when the committee decides that "publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings". Non-committee Council members do not automatically have access to the staffing committee's confidential reports and papers.

3. Chairman

The committee will elect a chairman, and vice chairman, at the first committee meeting following the annual meeting of the Council.

4. Conduct of Meetings

- a. The committee will meet at least one a year and all meetings will be held in accordance with the Council's Standing Orders.
- b. Meetings can be held in a place and at a time convenient to committee members and to any staff in attendance.
- c. The committee should carry out all matters in accordance with the Council's Standing Orders and any other related policies.
- d. All meetings of the committee will be minuted by the Clerk, (or other appropriate staff member). Where the staff member is the subject of the committee's discussions then a councillor can take the minutes of the meeting, and this should be noted in the minutes.
- e. All minutes of committee meetings will be provided to the Full Council.
- f. Members of the press and public will be allowed to attend meetings and make representations in relation to advertised business items of the agenda in accordance with Standing Orders.
- g. Where appropriate, meetings can go into exempt sessions and members of the public and press will be excluded.

5. Delegated Powers of the Committee

- a. To have fully delegated powers under the [Local Government Act 1972, section 101](#).
- b. The committee shall have delegated powers to deal with all personnel, employment, and recruitment issues with, where necessary, reports and recommendations being made to Full Council.

- c. In the case of an emergency that will not wait until the next council meeting, the committee will have full powers to act on behalf of the Council.
- d. The committee will receive annual appraisals undertaken by the line manager (the Clerk's appraisal should be carried out by the Chairman or by another councillor and the Clerk should carry out appraisals for all other staff members) and consider issues raised within them.
- e. The committee has delegated authority to:
 - Advertise for, and make recommendations to Council for the recruitment of staff.
 - Consider and make recommendations regarding the Council's staffing structure.
 - Review and approve job descriptions for all staff.
 - Review and ensure all current employment legislation requirements are met.
 - Review contracts of employment.
 - Make recommendations regarding the deployment, welfare, pension, remuneration, recruitment, training, qualifications, health and other aspects and conditions of service for all employees.
 - Ensure relevant staff training is undertaken.
 - Be responsible for the welfare of staff and councillors.
 - Make recommendations regarding the establishment and grading of employees for the administration of the Council and Council facilities.
 - Deal with disciplinary and grievance issues including conduct, performance, attendance, and sickness absence.
 - Review and ensure compliance with health and safety law and matters.
 - Any other personnel actions as directed by the Council.