

Bulwick Parish Council

Staffing Committee – Terms of Reference

PURPOSE

The Staffing Committee is established by the Parish Council to exercise delegated authority in relation to staffing matters, ensuring the Council fulfils its responsibilities as an employer.

The Committee will:

- Provide strategic oversight of staffing arrangements
- Ensure compliance with employment law and best practice
- Act in the best interests of the Council while maintaining fairness, transparency, and confidentiality

DELEGATED POWERS

The Staffing Committee is authorised by Full Council to make decisions on behalf of the Council in the following areas:

- Recruitment, appointment, and dismissal of staff (within agreed establishment)
- Approval and review of job descriptions and person specifications
- Determining terms and conditions of employment (in line with national agreements)
- Salary grading, annual increments, and pay progression (within approved budgets)
- Staff appraisals and performance management arrangements
- Approval of training and professional development
- Management of disciplinary, grievance, capability, and sickness absence procedures
- Implementation and review of HR policies and procedures
- Oversight of staffing budgets (within the overall Council budget)

RESTRICTIONS

- The Committee must operate within approved budgets set by Full Council
- Creation of new posts and overall staffing establishment must be approved by Full Council unless explicitly delegated

MEMBERSHIP

- The Committee shall consist of three (3) **councillors** appointed annually at the Annual Council Meeting
- The Committee shall elect a **Chair** from its membership
- The **Chair of the Council** may serve as an ex-officio member (optional)

CLERK AND OFFICER ATTENDANCE

- The **Clerk to the Council** will normally attend meetings to provide professional advice
- When matters relate directly to the Clerk's employment, the Committee may exclude the Clerk and appoint an alternative advisor if required

MEETINGS

- Meetings shall be convened as required, with a minimum of 2 meetings per year
- Meetings will comply with the Council's Standing Orders where applicable
- Proper notice and agendas will be issued in accordance with statutory requirements
- The Committee may resolve to exclude the press and public for confidential staffing matters under the Public Bodies (Admission to Meetings) Act 1960

QUORUM

- The quorum shall be three (3).

CONFIDENTIALITY

Due to the sensitive nature of staffing matters:

- All employment-related business shall be treated as **strictly confidential**
- Personal data will be handled in accordance with the **Data Protection Act 2018 and UK GDPR**
- Members must not disclose confidential information outside the Committee or Council

REPORTING

- Decisions made under delegated authority shall be reported to Full Council (e.g., via minutes or summary reports), respecting confidentiality where required
- Formal minutes shall be maintained

POLICIES AND COMPLIANCE

The Committee shall operate in accordance with:

- The Council's Standing Orders and Financial Regulations
- Adopted HR policies (if any)
- ACAS guidance and employment law

Review of Terms of Reference

- These Terms of Reference shall be reviewed **annually**
- Amendments require approval by Full Council

Policy Control Sheet

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