



CHURCHDOWN PARISH COUNCIL

STAFFING COMMITTEE: TERMS OF REFERENCE

Purpose:

This committee is appointed to consider recommendations to Full Council on staffing matters, in line with its standing orders, current legislation and best practice.

Membership:

Membership will consist of 4 Councillors and the Clerk or Deputy Clerk – Councillor appointments to be agreed at the Annual General Meeting of the Council.

The Chair and Vice Chair shall be elected annually at the first meeting of the Staffing Committee.

Meetings:

Meetings will take place at least 3 times per year, with the ability to meet additionally if required.

Areas of Responsibility:

To make **recommendations to Full Council** on the following :

1. Staff structure, recruitment contracts of employment and job descriptions.
2. Pay and conditions in line with staff contracts, national agreements (SLCC) and the CPC Appraisal Scheme
3. HR policies
4. Staff training and development

In addition

5. To act as a body for any appeals concerning staffing matters