

# Hesket Parish Council

## STAFFING COMMITTEE TERMS OF REFERENCE

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# Hesket Parish Council

## STAFFING COMMITTEE TERMS OF REFERENCE

Adopted by Full Council on 13<sup>th</sup> January 2026

The Staffing Committee was established by a resolution of Full Council at the Ordinary Meeting of Hesket Parish Council on 13<sup>th</sup> January 2026.

### Scope

The Staffing Committee has been established to deal with staffing issues, including those arising through Hesket Parish Council's Disciplinary and Grievance Policy. The Staffing Committee is appointed by and is solely responsible to Hesket Parish Council. The Committee will meet on an ad hoc basis as required following a resolution at Full Council.

### Structure

- The Committee will consist of three members – the Chair, Vice-Chair and one other elected member of the Parish Council, appointed by resolution of Full Council.
- Appointment to the Committee will be reviewed annually at the Annual Parish Council Meeting.
- At each meeting the Committee will elect a Chair to preside over the meeting.
- A quorum at the Staffing Committee's meetings will consist of three elected members.
- The public and press may not be admitted to these meetings in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act.
- The Committee will operate within Hesket Parish Council's Standing Orders.
- Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors.

### Specific activities

- The Staffing Committee will meet to resolve issues as laid out in Hesket Parish Council's Disciplinary Policy.
- The Staffing Committee will meet to discuss any changes or relevant updates to employee contracts, terms and conditions.
- In the event of a vacancy, the Staffing Committee will be responsible for the recruitment of new employees, including job specification, advertisement and interviews.

### Limitations

- The Committee will have delegated power to enact sanctions and instructions towards employees as laid out in Hesket Parish Council's Disciplinary and Grievance Policy.
- The Committee will have delegated powers to agree any updates and changes to employee contracts, terms and conditions, in line with Employment Law and

recommendations from professional bodies, including but not limited to the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC).

- Any decision on the appointment of new employees will be ratified at a full meeting of the Parish Council.
- Any decision regarding a financial commitment shall be brought to Full Council for approval.

### **Duration**

The terms of reference herein will be reviewed on an annual basis, prior to the Annual Parish Council Meeting, or sooner as required. Members of the committee will also be reconsidered and appointed as required on an annual basis at the Annual Parish Council Meeting.

### **Membership**

Councillor Murray was elected to the committee at the Ordinary Parish Council Meeting held on 13<sup>th</sup> January 2026, and will serve alongside the Chair, Councillor Martin, and Vice-Chair, Councillor Long.