SUTTON VALENCE PARISH COUNCIL

Email: clerk@suttonvalence.org.uk
Website: www.suttonvalence.org.uk
Address: The Parish Office, Sutton Valence Village Hall, North Street, Sutton Valence, Maidstone, Kent, ME17 3HS
Telephone: 01622 844135

TERMS OF REFERENCE – STAFFING COMMITTEE

1. **Purpose**
The Staffing Committee is established to oversee all matters relating to the employment, management, welfare, and professional development of the Council's employees. The Committee shall ensure adherence to all relevant employment legislation and recognised best practice in the discharge of these responsibilities.

2. **Membership**
2.1 The Committee shall consist of 3 Councillors, appointed annually at the Annual Meeting of the Parish Council.
2.2 The Chair and Vice-Chair of the Committee shall be elected at the first meeting of the Committee each year.
2.3 A quorum shall be two Members.
2.4 Membership of the Committee shall be restricted to Councillors; non-Councillor co-optees shall not be permitted.

3. **Meetings**
3.1 The Committee shall convene no fewer than annually and additionally as required.
3.2 Meetings shall be held in closed session to ensure confidentiality, in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960.
3.3 Minutes shall be recorded and submitted to Full Council for information, redacting confidential or sensitive content where appropriate.
3.4 The Committee will have the right to convene special meetings in accordance with the Council's Standing Orders
3.5 Committee meetings are formal and therefore the agenda will be displayed publicly, and standing orders will apply
3.6 The Clerk or other appropriate officer shall attend all Committee meetings. The attending officer shall be responsible for producing accurate minutes of the meetings.

4. **Delegated Authority**
The Committee shall have delegated authority to:
   a. Review and recommend changes to staffing structures and levels.
   b. Oversee recruitment, selection, and appointment of personnel.
   c. Approve and review job descriptions, contracts of employment, and terms of service.
   d. Conduct and monitor performance appraisals and staff reviews.
   e. Identify and support staff training and development needs.
   f. Recommend salary scales and annual pay awards within allocated budgetary provision.
   g. Address matters of grievance, discipline, or capability, in accordance with Council policy and procedure.
   h. Ensure adherence to employment law, health and safety obligations, and equal opportunities legislation.
   i. Recommend relevant HR policies for adoption by Full Council.

5. Policy and Procedure Oversight
The Committee shall be responsible for developing, reviewing, and recommending the following policies and procedures to Full Council for adoption, and for monitoring their effective implementation:

   a. Recruitment and Selection Policy

b. Staff Appraisal and Performance Management Policy
c. Disciplinary Policy and Procedure
d. Grievance Policy and Procedure
e. Equality, Diversity and Inclusion Policy
f. Health and Safety Policy
g. Training and Development Policy
h. Sickness Absence and Attendance Policy
i. Leave Policy (including annual, statutory, compassionate, and special leave)
j. Pay and Reward Policy
k. Flexible Working and Homeworking Policy
l. Lone Working Policy
m. Whistleblowing Policy
n. Data Protection and Confidentiality Policy
o. Dignity at Work / Anti-Bullying and Harassment Policy
p. Pension and Retirement Policy
q. Remote Working Policy
r. IT Acceptable Use Policy

6. Reporting
The Committee shall report to Full Council on staffing matters as appropriate, excluding individual personnel information. Recommendations pertaining to the staffing budget, training provision and changes to policies or procedures shall be submitted to the Full Council for approval.

7. Review
These Terms of Reference shall be reviewed annually by the Parish Council at its Annual Meeting.

Appendix A: Policy Review Schedule

Policy Name	Responsible Committee	Review Frequency	Notes
Recruitment and Selection Policy	Staffing	2 years	Align with legislative updates
Staff Appraisal and Performance Management Policy	Staffing	Annually	Review after annual appraisals
Disciplinary Policy and Procedure	Staffing	2 years	Legal compliance check
Grievance Policy and Procedure	Staffing	2 years	
Equality, Diversity and Inclusion Policy	Staffing	3 years	
Health and Safety Policy	Staffing	Annually	Coordinate with H&S risk review
Training and Development Policy	Staffing	Annually	Post-budget setting
Sickness Absence and Attendance Policy	Staffing	2 years	
Leave Policy	Staffing	2 years	Includes all statutory leave types
Pay and Reward Policy	Staffing	Annually	Align with budget cycle
Flexible Working and Homeworking Policy	Staffing	2 years	
Lone Working Policy	Staffing	2 years	
Whistleblowing Policy	Staffing	3 years	
Data Protection and Confidentiality Policy	Staffing	Annually	Ensure GDPR compliance
Dignity at Work / Anti-Bullying and Harassment Policy	Staffing	2 years	
Pension and Retirement Policy	Staffing	2 years	
Remote Working Policy	Staffing	2 years	
IT Acceptable Use Policy	Staffing	2 years	

Date Adopted	To be Reviewed
9th July 2025	Annual Meeting 2026