



BOSTON SPA PARISH COUNCIL

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TERMS OF REFERENCE

STAFFING COMMITTEE

Date of adoption: 20th July 2026

Review Date: June 2027

Purpose of the Staffing Committee

This committee is appointed to make and implement decisions about all staffing matters, subject to budget and expenditure limits decided by the Parish Council unless stated otherwise.

Membership and voting

1. Members of the staffing committee will be elected annually at the Annual Meeting of the Parish Council each year in May
2. The Committee will consist of 4 councillors.
3. At its first meeting following the Annual Meeting of the Parish Council, the Committee shall elect a Chair. The chair of the Parish Council may be a member of the committee but may not chair the committee.
4. The Chair of the committee will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so or may not choose to do so.
5. Members of the Staffing Committee will not be members of any Staffing appeals panel that may have to be formed.

Convening

The Clerk will convene Staffing Committee meetings as and when necessary. The Committee Chair may also convene meetings as he/she feels necessary. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972. Minutes will be taken, approved and retained by the council in perpetuity.

Meetings

Meetings will be held in accordance with the council's Standing Orders.

Quorum

The quorum of the Committee will be three.

Documentation

1. Minutes of all meetings will be recorded by the Clerk or, in the absence of the clerk, by one of the councillors present at the meeting.
2. Draft minutes will be circulated to all Committee members.

3. Depending on timing, either draft or approved minutes will be received by the full council for information only.

Accountability

The Staffing Committee is given delegated power by the Parish Council to act on its behalf in relation to the committee's terms of reference only. Any matters outside the Committee's terms of reference shall be made to the full council as a recommendation.

Terms of reference.

1. To establish and keep under review the staffing structure as determined by Boston Spa Parish Council
2. To create personnel folders for each employee and ensure these are kept up to date.
3. To draft, implement, review, monitor and revise employment policies for staff.
4. To administer and carry out any necessary recruitment processes, including:
 - agreeing an application pack and process to include a job advert, job description, person specification and application form
 - determining the appointment process, including a timetable for long or shortlisting; for interviewing; for seeking references and for any other necessary checks, as appropriate.
 - selecting a suitable candidate for the role from those interviewed and making a recommendation to the Parish Council for approval and agreement of the salary to be offered.
 - The Chair of the staffing committee will make the verbal offer of employment, subject to satisfactory references and any other necessary checks and will liaise with the successful candidate prior to commencement of employment.
 - The Chair of staffing the committee will obtain references and make any other necessary checks, as appropriate.
 - The Chair of the staffing committee will liaise with new employee and provide a statement of particulars/contract of employment on day one of employment.
5. To make salary recommendations for new staff and regrading recommendations for existing staff will be made to the full council and this body will decide these.
6. To arrange the execution of new employment contracts.
7. To have delegated powers to consider and implement/negotiate any changes to contract terms, which are required to comply with staffing law, health and safety law and terms and conditions of service as laid down by the National Joint Council (NJC "Green Book") (excluding salary level decisions, see 3 above).
8. The Committee will be the line manager of the Clerk.

The Committee will have a councillor, who will have responsibility for day-to-day liaison with the officer in consideration of working conditions, holiday/leave arrangements; sickness; ensuring workload is acceptable and manageable; ensuring the clerk has sufficient time to undertake the workload and general well-being of the clerk in his/her work.

The liaison councillor will arrange and lead on appraisals for the Clerk.

The liaison councillor will not have decision making powers but will report the liaison/discussions with the Clerk to the Staffing Committee should any decisions be required on any issue.

The liaison councillor, in dialogue with the Clerk, will set targets with realistic timescales to achieve them. The targets will be reported to the committee and reviewed under paragraph 8 below.

The same arrangement will pertain in relation to any other employees of the Parish Council.
9. The staffing committee will establish and review performance management (including staff appraisals, which will be held in October each year) and staff training programmes.
10. To manage the process leading to the redundancy of staff.
11. To monitor and address regular or sustained staff absence.
12. To make recommendations on any staffing related expenditure to the Parish Council
13. To consider any appeal against a decision in respect of pay.
14. To handle any grievance or disciplinary matters (and any appeal (different councillors) in accordance with the adopted policies of the Council, which must accord with the ACAS Codes of Practice on grievance and disciplinary matters.

15. To manage the payroll and review the performance of any payroll company used by the Council, on an annual basis
16. To implement, monitor and review staff pension arrangements.
17. To carry out any other tasks relating to the employment of staff requested of it by the PC.

Where the Committee feels necessary, it may refer any decision for which it has delegated authority, to the Parish Council.

Review

The Staffing Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting and recommendations for alteration to be made to the full council.