LILBOURNE PARISH COUNCIL
STAFF COMMITTEE TERMS OF REFERENCE

The Staff Committee Terms of Reference were readopted by Full Council May 2023 : Review Annually
Readopted May 2025
Readopted May 2026 – review May 2027

1. Members
Four Parish Councillors appointed at the Ordinary Council Meeting to include the Chairman.

2. Quorum
The quorum of the Committee shall be three Members.

3. Voting
Only the above may vote and participate at a meeting. In the case of an equal vote the Chairman shall have a second or casting vote.

4. Interests
If a Member has a personal interest as defined by the Code of Contact adopted by the Parish Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required. N.B. If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

5. Chairman The Chairman is to be elected annually by the Committee at their first Meeting.

6. Minutes
All Minutes shall be open for inspection by any Member of the Parish Council, if appropriate.

7. Admission of the Public and Press
The Public and Press may not be admitted to these meetings as “In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item”.

8. Responsibilities
The Committee is responsible for the employment and welfare of all employees.

9. Procedures
At the first meeting following the Annual Council Meeting the Committee shall, before proceeding to any other business, elect a Chairman and Vice Chairman who shall hold office for one year. Meetings will be held on a needs basis.

10. Terms Of Reference
To review the Terms of Reference of the Open Spaces Committee at the first meeting of the Committee after the Annual Council Meeting of Council or when necessary and make appropriate recommendations to Full Council.

11. Meeting Duration
The Staff Committee meeting be for a maximum of 2 hours, with any unfinished business being taken at the beginning of the next meeting. In exceptional circumstances the meeting may be extended with a vote taken by Members.

12. Specific Delegated Powers:
i. To review staffing structures and levels and make recommendations to the Council.
ii. To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Clerk/RFO performance.
iii. To review staff salaries and terms of conditions and make recommendations to Council.
iv. To appoint, from its membership, a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include at least three members in the case of appointment plus the Clerk.
v. To appoint, members to act as a disciplinary panel as set out in the Green Book and as an appeals panel in the case of any appeal against disciplinary action.
vi. To appoint members to hear any formal grievance.
vii. To review health and safety at work for all Council employees.
viii. To review all Council polices that relate to staff employment on an annual basis.
ix. To ensure the Council complies with all legislative requirements relating to the employment of staff.

Last Reviewed: May 2026
To be Reviewed: May 2027