



Clerk & RFO
c/o The Art House
36 Fore Street
Praze-an-Beeble
Cornwall
TR14 0JX

07756 991696
clerk@stburyanlamornapaul-pc.gov.uk

Staffing Committee Terms of Reference

Adopted January 2025

review July 2026

The Primary objectives of this committee are to:

Ensure that Council complies with employment law and follows best practice when employing staff. The Committee will manage grievance or disciplinary matters and matters relating to staff conduct and performance.

To fulfil this objective the committee shall undertake the following roles:

1. To oversee any recruitment process including recruitment of the Clerk.
2. To oversee new employment contracts and changes to existing staff contracts.
3. To establish and keep under review the staffing structure and establishment.
4. To review pay scales for all staff and recommend to Full Council.
5. To ensure that statutory and legal duties and obligations are met including for pension and pay and for health and safety.
6. To audit pension and salary payments and arrangements.
7. To ensure that appraisals for all staff are carried out at least annually and are mutually agreed, documented and a summary is presented to Council with any recommendations and to ensure that any associated actions and outcomes from the appraisals are suitably monitored.
8. To adopt and review and implement all employment policies in consultation with members of staff and to keep under review staff working conditions.
9. To adopt and review Grievance, Disciplinary, Health and Safety, Data Protection and Equality policies and check that staff are following Council policies.
10. To review job descriptions and person specifications periodically.
11. To identify training requirements and opportunities and ensure that training needs are met.
12. To monitor and address regular or sustained staff absence.
13. To manage grievance or disciplinary matters and matters relating to staff conduct and performance.
14. To review attendance, and short and long term sickness.
15. To manage annual leave and other leave requirements.
16. To manage the working hours and remuneration of the Clerk in accordance with Financial Regulations Clause 7; and
17. Full Council delegate authority to the Chair of the Staff Management Committee and SPC Chair to approve overtime hours in order to complete Council business providing this is fully documented and reported at Full Council on a monthly basis.