

TOLLER PORCORUM PARISH COUNCIL

Staffing Committee Terms of Reference

Updated: 13 May 2026 | Next review date: May 2027 | Last review date: 13 May 2026

Adopted: 28 September 2022

1. The staffing committee will be formed of 3 members of the council.
2. The staffing committee is delegated responsibilities as described in the sections below.
3. **Personnel and staffing**
 - a. To draft and keep under review the staffing structure of the council and make recommendations as appropriate.
 - b. To keep under review staff, work/life balance, working conditions and wellbeing, including the monitoring of absence.
 - c. To keep under review all staff contracts of employment, terms and conditions and make recommendations to full council.
 - d. To monitor the council's employment policies and procedures in respect of changes to legislation and make recommendations to full council where appropriate.
4. **Performance**
 - a. To carry out staff appraisals and manage performance, when necessary, in line with the council's Disciplinary Policy.
 - b. To receive and consider any complaints of misconduct made under the council's Disciplinary Policy.
 - c. To investigate and, where appropriate, hear complaints of misconduct and take whatever action is necessary in line with the council's Disciplinary Policy.
 - d. To identify training requirements through appraisal and agree staff training programmes.
 - e. To make recommendations on personnel related expenditure to the Finance Working Group of the council and to full council.
5. **Complaints**
 - a. To receive and consider any complaints made under the council's Grievance Policy.
 - b. To investigate and, where appropriate, hear complaints and take whatever action is necessary in line with the council's Grievance Policy