



Terms of Reference – Staff Committee (Aligned with NALC Model Policies)

1. Purpose

The Staff Committee is established to manage all staffing matters in accordance with recognised best practice, including guidance from the National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and ACAS. The Committee ensures the Council complies with employment law and applies the National Joint Council (NJC) terms and conditions (“Green Book”) where applicable.

2. Membership

- The Committee shall consist of 3–5 Councillors.
- Members shall be appointed annually at the Annual Meeting of the Council.
- The quorum shall be three members.
- The Committee shall elect its own Chair at the first meeting.
- The Chair of the Council may be an ex-officio member unless conflicted.
- Members involved in a grievance or disciplinary matter must not participate in related decisions or appeals.

3. Meetings

- Meetings shall be held as required.
- Meetings will normally be held in confidential session under the Public Bodies (Admission to Meetings) Act 1960 due to the nature of business.
- The Committee shall be supported administratively by the Clerk unless the matter relates to the Clerk, in which case an alternative arrangement will be made.

4. Scope and Responsibilities

The Committee shall operate in line with adopted Council policies, including:

- Disciplinary Policy
- Grievance Policy
- Equality and Diversity Policy
- Health and Safety Policy
- Data Protection Policy
- Recruitment and Selection Policy

4.1 Recruitment and Appointment

- Oversee recruitment processes in accordance with NALC guidance.
- Approve job descriptions, person specifications, and contracts of employment.
- Conduct interviews and make recommendations to full Council for appointment.

4.2 Line Management of the Clerk

- The Committee (or delegated members including the Chair of the Council) shall act as the line manager for the Clerk.
- Conduct annual appraisals in line with SLCC guidance.
- Set objectives and review performance.

4.3 Pay and Conditions

- Apply NJC pay scales (SCP) and national agreements.
- Review salaries annually and recommend changes to full Council.
- Approve incremental progression where applicable.

4.4 Disciplinary Matters

- Implement the Council's disciplinary procedure in line with ACAS Code of Practice.
- Investigate allegations and conduct hearings where delegated.
- Ensure separation between investigation, hearing, and appeal stages.

4.5 Grievance Handling

- Manage grievances in accordance with ACAS guidance and Council policy.
- Appoint independent members to hear grievances where required.

4.6 Appeals

- Appeals must be heard by a panel of Councillors who were not involved in the original decision.
- The Staff Committee shall not normally act as the appeal body unless properly constituted as a separate panel.

4.7 Training and Development

- Identify and approve training in line with Council priorities.
- Support professional development, including SLCC membership and qualifications where appropriate.

4.8 Health, Safety and Welfare

- Ensure compliance with Health and Safety legislation.
- Monitor staff welfare and working conditions.

5. Delegated Authority

- The Committee has delegated authority to act on routine staffing matters within approved budgets.
- Decisions with significant financial implications or policy changes must be referred to full Council.
- Urgent staffing matters may be handled by the Chair of the Council in consultation with the Committee Chair, subject to later ratification.

6. Confidentiality and Data Protection

- All staffing matters shall be treated as strictly confidential.
- The Committee must comply with the Data Protection Act 2018 and UK GDPR.
- Personal data must only be processed for legitimate Council purposes.

7. Reporting

- The Committee shall report to full Council, ensuring confidentiality is preserved.
- Minutes may be redacted where necessary.

8. Review

- These Terms of Reference shall be reviewed annually.
- The Committee shall also review relevant employment policies on a rolling basis in line with NALC updates.

9. Adoption

Adopted by Brington Parish Council on: 20th May 2026

Signed: *Keith White*
Chair of the Council