

# **LUXULYAN PARISH COUNCIL**

Clerk to the Council: Mrs C Wilson

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## **Staffing Committee – Terms of Reference**

### **1. MEMBERSHIP**

- 1.1. Must consist of five Councillors. Non-parish-councillors may not be members.
- 1.2. Membership of the Committee is established at the Annual Parish Council Meeting or at a full Council meeting. Vacancies are filled by full council.
- 1.3. The Chairman of the Committee shall be appointed at the Annual Parish Council Meeting by full council. The Chairman of the Council may not be the Chairman of the Committee.

### **2. QUORUM**

- 2.1. A quorum will be three members.

### **3. MEETINGS:**

- 3.1. The Committee will meet once per year in September, and as and when necessary. Meetings will be in private rather than in public due to the confidential nature of business.
- 3.2. The Clerk will be responsible for posting the Agenda, arranging the recording of the proceedings, and the distribution and posting of the minutes.

### **4. CONFIDENTIALITY**

- 4.1. All members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.

### **5. DELEGATED POWERS:**

- 5.1. The Committee will have delegated powers to act on behalf of the Council as defined in Section 6 Powers and Responsibilities.
- 5.2. The Committee's powers and responsibilities are agreed by full council in these Terms of Reference.

### **6. POWERS AND RESPONSIBILITIES**

- 6.1. The Committee's primary purpose is to ensure the council complies with the requirements of employment laws and follows best practice in providing good working conditions for staff.

- 6.2. The Chairman of the Council will provide line-manager function for Clerk, including responsibility for day to day matters, such as authorisation of Clerk holiday, sick leave and absence from work.
- 6.3. The Clerk will provide line-manager function for other staff, including responsibility for day to day matters, such as authorisation of holiday, sick leave and absence from work.

The Committee will:

- 6.4. Oversee the recruitment process of the Clerk and other employees and to make recommendations to full council regarding the appointment or termination of employees.
- 6.5. Review and appraise the performance of employees annually.
- 6.6. Advise full Council on issues of staff pay and conditions.
- 6.7. Deal with any staff disciplinary matter in accordance with the Council's Disciplinary Procedure.
- 6.8. Deal with any staff grievance in accordance with the Council's Grievance Procedure.
- 6.9. Review all employment policies and procedures periodically, including the Grievance and Disciplinary Procedures.

Reviewed and approved by Luxulyan Parish Council at a full council.

Date: 11 September 2025

Minute: 25/77.F

Signed by the Chair, M Linfoot