

# **HOLCOT PARISH COUNCIL**

## **STAFFING/EMPLOYEE WORKING PARTY**

### **TERMS OF REFERENCE**



#### **OBJECTIVE**

The Staffing/Employee Working Party has been appointed to oversee and implement the council's obligation as an employer under its Standing Orders, relevant legislation and best practice.

#### **MEMBERSHIP**

The Vice-Chair of the Council will chair the working party. The Staffing/Employee Working Party shall consist of a minimum of three councillors including the Vice-Chair, nominated by the Parish Council.

All members shall comply with the Code of Conduct and the Council's Standing Orders.

#### **MEETINGS**

The Staffing/Employee Working Party shall meet a minimum of twice a year, with additional meetings scheduled as and when necessary.

Meetings will be in private rather than in public due to the confidential nature of business.

#### **CONFIDENTIALITY**

All members must preserve confidentiality of all individual staffing matters pertaining to the business of the committee.

#### **DELEGATED POWERS**

The Staffing/Employee Working Party will provide reports and recommendations to the parish council as necessary for approval and decisions.

In cases of emergency that cannot wait until the next parish council meeting, the Chair of the Council can call an extraordinary meeting of full Parish Council.

## RESPONSIBILITIES

The Staffing/Employee Working Party 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.

The Vice-Chair of the Council is responsible for the day-to-day matters, such as authorisation of holiday, sick leave and absence from work.

The Staffing/Employee Working Party will:

- Advise the council on human resources matters
- Review and appraise the performance of employees annually
- Consider the annual pay awards for all employees
- Carry out initial personnel investigations and request relevant supporting documents and evidence when and where appropriate
- Will bring to Council any staff Disciplinary/Grievance matters in accordance with the Councils Disciplinary & Grievance Procedure
- Review all employment policies and procedures periodically, including Grievance and Disciplinary Procedures.

<b>Approved by Holcot Parish Council:</b> <i>Signed Copy Held By Clerk</i>		
<b>Signature of Chair</b>		<b>Date: 16<sup>th</sup> February 2026</b>
<b>Signature of Clerk</b>		<b>Date: 16<sup>th</sup> February 2026</b>

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