

# ICKLESHAM PARISH COUNCIL

A local council for the peoples of Icklesham,  
Winchelsea, Winchelsea Beach and Rye Harbour

## Terms of Reference: Staffing Committee

### 1. Constitution:

- 1.1. The Committee shall consist of five (5) members – the makeup of which shall consist of one (1) member from preferably each ward and the Chairman (and Vice Chairman if the Chairman cannot attend) of the Council who are ex officio members.
- 1.2. Where a ward member does not wish to be on the committee, another ward member shall be nominated from the Full council.
- 1.3. The Parish Clerk or their Deputy will also be in attendance, unless the issue(s) being discussed are about them.
- 1.4. When appropriate, an external advisor shall be present.
- 1.5. The committee Chairman shall be elected from the elected members of the Staffing Committee at the first meeting following the Annual Meeting of the Parish Council.
- 1.6. The quorum shall be three (3) members (not including those debarred by reason of a declared interest).
- 1.7. The Committee will have authority to deal with matters but will report direct to the council on reserved matters.

### 2. Purpose:

- 2.1. To deal with all staffing matters as per Standing Order 19 “Handling Staff Matters”
- 2.2. To develop, monitor and review the following:
  - 2.2.1. Council employment policies and functions ensuring compliance with the Law.
  - 2.2.2. To deal with disciplinary and grievance hearings relating to council employees.

### 3. Key Objectives:

- 3.1. Staff appointments - ensuring staff are appointed in accordance with the council's policies and employment legislation.
- 3.2. The appointment or dismissal of staff (in consultation with the Parish Clerk).
- 3.3. To undertake discipline and grievance matters raised by and about staff, in line with the council's grievance and disciplinary policies.
- 3.4. Convening appeal panels, made up of three (3) members of the Full Council who are not serving on the Staffing Committee, to determine the final stage of appeals with regard to grievance and disciplinary procedures for all employees and any arrangements for exceptions.

### 4. Delegated Powers:

- 4.1 The Staffing Committee are authorised to make binding decisions on behalf of Icklesham Parish Council with regard to all aspects of its Purpose as set out above providing the meeting considering any matter is quorate.

Adopted by Full Council: 15<sup>th</sup> May 2023

Minute Reference: 23/65a

Review Date: May 2024

Date Reviewed: