



Sandon Parish Council

Committees and Working Parties Terms of Reference

2025-2026

1. Staffing Committee

Membership: Cllrs J Davies, J DeUphaugh, N Hawxby

Quorum: 3

Meetings: As required to ensure that Sandon Parish Council complies with the requirements of employment law and follows best practice in providing good working conditions for staff

Terms of Reference:

The Staffing Committee will be responsible for the following:

- 1) Electing the Chairman at the first meeting every year
- 2)
- 3) Recruitment of Parish Clerk/ Responsible Financial Officer and other staff as required
- 4) Annual staff appraisal and development
- 5) Review of staff contracts
- 6) Review of staff and accommodation requirements
- 7) Management of rights relating to leave, time off and illness
- 8) To ensure the health and safety of all staff
- 9) To keep up to date with developments in employment law
- 10) The Staffing Committee will serve as the disciplinary or grievance panel
- 11) To agree the members to sit on an appeals panel to hear appeals against a decision on a grievance

Formal Written Report to Council: