Highcliffe and Walkford Parish Council

Staffing Committee Terms of Reference

1 OBJECTIVE

1. 1 The Staffing Committee is constituted to consider matters of employment that are not reserved for full council.

2 MEMBERSHIP

2. 1 Membership shall consist of five members of the full council who will be elected to serve on the committee at the Annual Parish Council meeting of Highcliffe and Walkford Parish Council.
2. 2 The quorum of the committee shall be three members.
2. 3 Where members of the committee cannot attend a meeting, any other councillor may be substitute.

3 AREAS OF RESPONSIBILITY

3. 1 The committee has delegated authority to hold an annual appraisal of the clerk.
3. 2 The committee will consider matters of employment policy and make recommendations to full council.
3. 3 The committee will consider matters relating to the job specification of the clerk and other officers.

4 MEETINGS

4. 1 The committee shall meet at least once per year, to consider the clerk's annual appraisal.
4. 2 Meetings will be held in private with no public attendance.
4. 3 The clerk, the chairman of the parent committee, or any two members may call additional committee meetings as and when necessary.

5 REPORTING

5. 1 Recommendations from the committee shall be included in the next available council agenda.

6 REVIEW

6. 1 These terms of reference are to be reviewed annually at a meeting of Highcliffe and Walkford Parish Council.

August 2025