

Birchington Parish Council

Staffing Committee – discussion document

At the bespoke training workshop held on 31.01.2025, the KALC representative recommended that the Parish Council establishes a committee dedicated to staffing matters.

Previously staffing matters were covered in the terms of reference of the Finance Policy and HR Committee, which is now the Finance Committee. The Parish Council's combined terms of reference for all committees were agreed at a meeting of Full Council on 19.11.2025 under minute reference FC/2024/107.

The following is an extract from the SLCC (Society of Local Council Clerk's) recruitment manual:

Why have a Staffing Committee?

It is good practice to have a suitable governance structure in place to develop general human resources policy matters (for recommendation and approval by the full Council) and to handle individual staffing issues which are beyond the normal delegated management responsibility of the Clerk to the Council.

There are many positives that this approach brings including maintaining independence in cases of disciplinary action or a grievance being made. The Council may set up a sub-committee after an investigation has been undertaken and a disciplinary hearing is required and another to act as an appeal body for staff appeals against disciplinary or grievance decisions.

The Committee can also be the vehicle by which the Council's recruitment and selection policy and processes can be managed and overseen particularly for the appointment to a Clerk's vacancy.

Staffing matters that need to be covered by a Staffing Committee include:

- To manage staff recruitment
- To produce employment contracts and manage changes to existing contracts in accordance with legislation
- To manage staff pension provision enrolment and opt-out procedures
- To make recommendations on the Council's staffing structure and Policies
- To monitor annual changes to the Local Government Services rates of pay (pay scales) and minimum wage allowances, and oversee the consequential changes to staff pay (including back pay)
- To manage staff performance by:-
 - conducting an annual appraisal
 - identifying training needs and, if necessary, put in place a personal improvement plan

recommend performance related pay increases

recommend and oversee staff dismissals

- To monitor staff working conditions including Health and Safety requirements
- To monitor and address regular or sustained staff absence
- To manage grievance and disciplinary matters in line with BPC agreed policies and to adhere to other BPC policies which are relevant to staffing matters (Equality and Diversity, Data Protection)

Next Steps :

To agree to the recommendation to establish a Staffing Committee

To draft the terms of reference for the Staffing Committee for approval at the next meeting of Full Council (18.03.2025)