

Using the example above, the committee would have significant responsibility even if the council employed only one or two people. The nature of its responsibilities means that the committee would need to meet regularly (perhaps quarterly) but also when it is required e.g. to handle the recruitment of temporary staff.

There will be some responsibilities of a staffing committee that are best handled by a sub-committee of the staffing committee. The most obvious example is the handling of a grievance or disciplinary matter. Any such sub-committee should be made up of three councillors. If an employee appeals a decision made by a staffing sub-committee about a grievance or disciplinary matter, then the appeal must be heard by another sub-committee of three councillors of the staffing committee who have not previously been involved in the grievance or disciplinary matter. There may be insufficient councillors on the staffing committee who have not previously been involved. If so, the sub-committee handling the appeal should be made up of three councillors who may include members of the staffing committee.

The other responsibilities suited to a staffing sub-committee include the management of the Proper Officer/Clerk. It will be necessary for the staffing sub-committee to appoint one of its councillors as the day to day contact to support, supervise and appraise the work of the Proper Officer/Clerk, handle leave requests, absences from work, informal grievances and disciplinary matters etc. The standing orders of a council may be used to confirm the responsibilities of individual members of the staffing sub-committee²⁵.

Below is an example of the terms of reference for a staffing sub-committee, appointed to discharge some of the responsibilities of its parent committee.

SUTTON PARISH COUNCIL STAFFING SUB-COMMITTEE | TERMS OF REFERENCE

Purpose of staffing sub-committee

This sub-committee is appointed to consider grievance or disciplinary matters (not including any appeal therefrom) referred from the staffing committee and to manage the Clerk.

Terms of reference

1. To consider grievance or disciplinary matters in accordance with the council's grievance or disciplinary policies.
2. To manage, supervise and appraise the Clerk, administer leave requests, record and monitor absences from work.
3. To consider any appeal by the Clerk against a decision on pay.