

# North Luffenham Parish Council

## Staffing Working Group

Terms of Reference

## Purpose

The Staffing Working Group is established by North Luffenham Parish Council to support the Council in discharging its responsibilities as an employer. The Group will review staffing matters, make recommendations to the Council, and ensure good employment practices in line with legislation and council policy.

## Objectives

The Group will:  
- Review staffing structure, contracts, job descriptions, and performance where required.  
- Support recruitment, induction, appraisal, and training processes.  
- Review staff pay, conditions, and policies, making recommendations to full Council.  
- Ensure compliance with employment law and good practice guidance.

- Manage the staff grievance policy and oversee grievance procedures where necessary.  
- Oversee staff performance management, including appraisal processes.  
- Provide a confidential forum for discussion of sensitive staffing matters.

## 3. Membership

- The Group shall comprise 3–5 Parish Councillors, appointed annually at the Annual Parish Council Meeting.  
- The Chair of the Group will be elected by the members at the first meeting after appointment.  
- The Clerk/Responsible Financial Officer may attend meetings in an advisory capacity unless matters under discussion relate directly to their employment.

## 4. Meetings

- Meetings will be held as required.  
- A minimum of three clear days’ notice will be given for meetings.  
- The Group is advisory only; it does not have delegated decision-making powers unless expressly granted by resolution of the Council.

## 5. Confidentiality

- Staffing matters are strictly confidential.  
- Discussions and papers must not be disclosed outside the Group and Council, except where legally required.

## 6. Reporting

- The working Group will report to the full Council.  
- Reports to Council will respect confidentiality, with sensitive details withheld from the public domain.

## 7. Review

These Terms of Reference will be reviewed annually by the Parish Council.