

## **LONGWICK CUM ILMER PARISH COUNCIL**

### **STAFFING WORKING GROUP – TERMS OF REFERENCE**

#### **1. Purpose**

The Staffing Working Group is established to oversee staffing-related matters concerning the Parish Council. Its primary responsibilities include supporting the Clerk's annual appraisal and addressing any concerns raised by or about the Clerk.

#### **2. Membership**

- The Working Group shall consist of 3 members, appointed by the Parish Council.
- The group will operate on an advisory basis and will not have delegated decision-making authority.
- A quorum is not required, but all members should contribute to discussions and recommendations.

#### **3. Responsibilities**

- Assist in the annual appraisal process for the Clerk, ensuring performance is reviewed against agreed objectives.
- Provide informal guidance and support regarding the Clerk's professional development.
- Consider concerns raised by the Clerk or about the Clerk and present recommendations to the Parish Council.
- Ensure adherence to relevant employment legislation and good practice.
- Maintain confidentiality in all staffing matters.

#### **4. Meetings**

- The Working Group shall meet as needed to support the appraisal process and address staffing issues.
- Discussions shall be documented appropriately and reported to the Parish Council while ensuring confidentiality.

#### **5. Reporting & Decision-Making**

- The Working Group shall provide recommendations to the Parish Council for consideration.
- No financial or staffing decisions shall be made independently by the Working Group.

#### **6. Review**

- These Terms of Reference shall be reviewed annually and updated as required with the approval of the Parish Council.

Adopted at a Parish Council meeting held on 17<sup>th</sup> June 2025