

## **SYRESHAM PARISH COUNCIL**

### **STAFFING COMMITTEE**

#### **TERMS OF REFERENCE**

##### **MEMBERSHIP**

- Two previously appointed members of the Parish Council.
- Chair and Vice Chair shall be ex-officio members of the committee.
- All members shall comply with the Code of Conduct and Council's Standing Orders.

##### **QUORUM**

- A quorum will be three members.

##### **MEETINGS**

- The Committee shall meet as and when required.

##### **TERMS OF REFERENCE**

- To deal with any staff disciplinary matter in accordance with the Council's Disciplinary Procedure.
- To deal with any staff grievance in accordance with the Council's Grievance Procedure.
- Report to the full Council that it has met.
- A report shall be made to full Council at the final determination of the proceedings.