



**REPORT TO LANDULPH PARISH COUNCIL
STAFFING COMMITTEE (Interim) Update**

Please complete and submit this form for any project proposals or Working Group updates to be considered by Landulph Parish Council.

TITLE	Staffing Committee (approval of ToR and Councillors to the Committee)
DATE OF UPDATE	17 March 2025
ACTIVITIES TO REPORT	<p>The Job Evaluation report for the Clerk’s position was received on 24 Feb 2025 (confidential report). In addition to the new salary point recommendation for the Clerk the report also recommended a number of other matters to be addressed and the formation of a staffing committee (no later than the annual meeting of the council in May).</p> <p>The email accompanying the report stated that “the key point is that in setting up the committee the council also delegates the committee to be responsible for a number of key HR matters including the day-to-day management of issues relating to employees including appraisal, sickness/absence, welfare, hours, training etc. The committee should be delegated to consider the report and then work through the recommendations and set up proper terms and conditions and respond to issues identified along the way”</p> <p>Three councillors have drafted a Term of Reference for the staffing committee based on the template provided by CALC. The report refers to a number of HR polices which will be presented to the next council.</p>
COUNCILLORS INVOLVED	Cllr Worth, Cllr Gregory, Cllr Gawith
RECOMMENDATIONS (including any communications)	<p>That the council accepts the Terms of Reference for the staffing committee and appoints the three councillors to the staffing committee until the meeting in May.</p> <p>These councillors shall meet and start addressing the matters raised in the report.</p>
COSTS (ie contractor costs, purchase costs, ongoing costs)	N/A
Detail any funding required from the Parish Council (Landulph Parish Council to consider affordability / budget / precept; and also whether it has the power to spend on this).	
Decision of full Landulph Parish Council	17 March 2025
Date	17 March 2025