

**STAFFING SUB COMMITTEE**  
**TERMS OF REFERENCE**

1. To meet as required on the same day as the meeting of the Finance & Premises committee.
2. To examine all items relating to staffing issues and to make any recommendations required to the Finance & Premises committee for consideration.
3. At its first meeting the sub committee shall elect a chairman and vice chairman who shall hold office until the next Annual Parish Council meeting.
4. The chairman of the sub committee may summon a special meeting of the sub committee if in his/her opinion, action on an urgent matter requires to be recommended to the next Finance & Premises committee. The Clerk may also call a staffing sub-committee meeting once two members of the staffing sub-committee have been contacted in the matter.
5. Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub committee, the quorum of a committee or sub committee shall be one half of its members rounded down.
6. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to sub committee meetings.
7. The chairman of the sub committee shall have a second or casting vote.
8. The substitute scheme will apply to meetings of this sub committee.
9. The chairman and vice chairman of the committee shall be members of every sub committee appointed by it unless they signify that they do not wish to serve.