



Staffing Committee – Terms of Reference

1. Status

The Staffing Committee is a Standing Committee of the Council, appointed in accordance with the Council's Standing Orders.

2. Purpose

The purpose of the Staffing Committee is to oversee all matters relating to the recruitment, employment, management, and welfare of Council staff, ensuring that the Council meets its obligations as an employer.

3. Membership

- The Committee shall consist of four Members of the Council.
 - Members shall be appointed annually at the Annual Meeting of the Council.
 - The Committee shall elect a Chair and Vice-Chair at its first meeting after the Annual Meeting.
 - The Chair of the Council may serve as an ex-officio member unless otherwise determined.
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4. Quorum

The quorum shall be three Members (or as determined by Standing Orders).

5. Meetings

- The Committee shall meet as required, subject to a minimum of one meeting per year.
- Meetings shall be convened and conducted in accordance with the Council's Standing Orders.
- Due to the confidential nature of staffing matters, meetings or parts of meetings will normally be held in closed session under the relevant provisions of the Public Bodies (Admission to Meetings) Act 1960.

6. Responsibilities and Functions

6.1 Recruitment and Appointments

The Committee shall:

- Oversee the recruitment and selection of Council staff.
- Recommend appointments to Full Council, noting that the appointment of the Clerk must be approved by Council.
- Determine appropriate recruitment arrangements for other staff, where delegated.

6.2 Staff Management

- Nominate a Committee Member to line manage and support the Clerk.
- Oversee the management of all Council staff.
- Delegate day-to-day management of staff (other than the Clerk) to the Clerk, where appropriate.

6.3 Employment Matters

- Monitor staff working arrangements, including:
 - Working hours
 - Homeworking
 - Leave (annual, flexi, compassionate, and time off in lieu)
 - Absence and sickness management

6.4 Pay and Conditions

- Review staff salaries and remuneration and make recommendations to Full Council.
- Monitor and review:
 - Contracts of employment
 - Job descriptions
 - Terms and conditions
- Ensure alignment with statutory requirements and best practice guidance (e.g. NALC/SLCC frameworks).

6.5 Staffing Structure

- Review staffing levels and structures to ensure they meet the Council's objectives and service delivery needs.

6.6 Policy and Compliance

- Develop, implement, and review employment policies and procedures.
- Ensure compliance with employment legislation and good practice.

6.7 Performance Management

- Ensure that appropriate appraisal systems are in place and function effectively.
- Arrange and conduct the annual appraisal of the Clerk.
- Set SMART objectives for the Clerk aligned with Council priorities.
- Ensure Members undertaking appraisals are appropriately trained.
- Hold regular informal meetings with the Clerk to review performance and workload.

6.8 Training and Development

- Ensure adequate provision and funding for staff training and professional development.

6.9 Disciplinary and Grievance Matters

- Oversee and, where appropriate, determine matters in accordance with the Council's Disciplinary and Grievance Procedures.
 - Establish panels (including appeals panels) as required, ensuring separation of roles and impartiality.
 - Refer matters to Full Council where appropriate.
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7. Delegated Authority

- The Committee is authorised to incur expenditure on items that fall within the approved staff training budget
 - Any other expenditure must be referred to Full Council for approval.
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8. Reporting

- The Committee shall report to Full Council and provide recommendations where decisions fall outside its delegated authority.
 - Minutes shall be presented to the next available Council meeting, subject to confidentiality requirements.
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9. Conduct and Confidentiality

- Members must observe the Council's Code of Conduct at all times.
 - All staffing matters shall be treated with strict confidentiality.
 - Members must declare any disclosable pecuniary or other interests in accordance with the Council's policies.
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10. Review

These Terms of Reference shall be reviewed annually by the Committee and approved by Full Council.
