

Staffing Committee

Terms of Reference

The Committee will determine the Council's policy and activity within its remit. Specifically, the Committee will:

- Ensure employees' contracts are reviewed annually and in line with statutory practice and with due regard to good practice.
- Monitor staff workloads and make recommendations to the Full Council
- Recommend to Full Council, the creation of new posts
- Make all arrangements for the appointment of new staff in line with any instructions, guidance or budget constraints given by Full Council
- Monitor and evaluate performance under any contract, in respect of outsourcing of HR, Health & Safety and Employment Law and make recommendations to the Full Council
- Review procedures and recommend necessary changes to ensure that the Council complies with workplace laws and regulations in respect of employees and volunteers
- Recommend to Full Council new or amended policies in relation to employment, volunteering and workplace practices, especially those which relate to:
 - ✓ Health and Safety (specifically in the workplace)
 - ✓ Dignity at Work
 - ✓ Bullying and Harassment
 - ✓ Lone Working
 - ✓ Performance Management
- Input into reviews of any other Council policies which impinge on staff rights, responsibilities and working practices.
- Audit staff training and assess future needs
- Arrange, where feasible, for the inspection of and recommend improvements to the working environment.
- Communicate internally and externally through the proper channels
- Work co-operatively with internal and external partners

The Committee may:

- Implement and review tasks from Full Council
- Spend within any delegated budget limits
- Make recommendations for changes to delegated budgets
- Formulate and recommend budget proposals to the Finance Committee to assist precept-raising

The Committee will be elected at the annual meeting of the Council in May each year.

The Committee will have five councillor members, including the Chairman and Vice

Chairman of the council and will have a quorum of three councillors.

The Chairman of the council will be the Chairman of the Staffing Committee each year. The Vice-Chairman of the council will be the Vice-Chairman of the Staffing Committee each year.

The Clerk (or a nominated officer) will arrange meetings of the committee, take the minutes of meetings and action decisions arising from meetings.

The Committee shall keep and ratify its own minutes. Draft minutes will be circulated to all members of the Full Council.

The committee will have a delegated spending limit of £500.

During consideration by the Committee of confidential matters, the press and the public will be excluded from meetings under the provisions of the Public Bodies (Admissions to Meetings) Act 1960 S1 (2), and these matters will be reported to Council as a confidential minute. Councillors attending the meeting who are not members of the committee, will also be asked to leave the meeting.

The Committee will usually meet quarterly. Sometimes it may convene as and when required.

Extraordinary meetings of the committee may be called in accordance with Standing Orders.

The terms of reference shall be given to all Council members for information and shall be ratified at the first meeting after the Council's annual meeting in May.

Councillors, who are not members of this Committee may attend any meeting of the Committee but as they are not formal members are not permitted to vote on any of the Committee's decisions.