

## **STALHAM TOWN COUNCIL**

### **Terms of reference for Staffing Committee.**

#### **Membership**

3 Councillors and Vice Chair.

#### **Quorum**

A quorum will be 4 members

#### **Frequency of meetings**

Meetings to be held as agreed in the Meeting List as approved at the Annual Parish Council Meeting or as deemed necessary.

#### **Delegated Powers:**

General:

Members will be advised by the Town Clerk whether or not a particular item under discussion is within the Committee's delegated powers. If it is within delegated powers, then minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Council for decision.

#### **Specific Delegated Powers:**

1. To review staffing structures and levels and to make recommendations to the Council.
2. To agree two members to undertake annual appraisals with all staff.
3. To agree and review annually contracts of employment, job descriptions and person specifications for staff.
4. To review staff salaries and terms of conditions and make recommendations to Council.
5. To appoint from its membership a recruitment panel when necessary and recommend appointments to the Council. Recruitment panels will normally include three members in the case of appointment to the Town Clerk or RFO posts.
6. To appoint from its membership three members to act as a disciplinary panel as set out in the Staff Handbook and as an appeals panel in the case of any appeal against disciplinary action taken by the Town Clerk.
7. To appoint from its membership three members to hear any formal grievance made by the Town Clerk.
8. To review health and safety at work policies and risk assessments for all Council employees.
9. To review all Council policies that relate to staff employment on an annual basis.

#### **Status**

This will form a Standing Committee of the Council.

**ADOPTED BY COUNCIL ON 9<sup>th</sup> MAY 2022.**