

Staffing Committee - TERMS OF REFERENCE

1. The Staffing Committee is constituted to ensure that the Council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety.
2. Membership of the Staffing Committee shall consist of up to four Councilors appointed at the ACM. Attendance to be arranged by the Clerk when a meeting is required.
3. A quorum shall be three members.
4. The Chairman of the Council will automatically be a member of the Committee, unless otherwise excluded.
5. The Council will appoint a Chairman of the Staffing Committee annually.
6. In the case of an equal vote the Chairman shall have a second or casting vote.
7. The Public and Press may not be admitted to these meetings as "In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item".
8. The committee will meet at least once a year, to consider pay rises for staff. Other meetings will be called by the Committee Chairman or Clerk as and when required. Recommendations made by the staffing committee will be subject to approval by Full Council.
9. Under Delegated Authority, the Staffing Committee will be responsible for:
 - The formation of a recruitment panel when necessary, for the recruitment of all staff. This recruitment panel should include at least two members plus the Clerk.
 - Recruiting replacement staff with the Clerk for all roles except the role of the Clerk.
 - Providing a recommendation to Full Council for the appointment of a Clerk/RFO.
 - Conducting the assessment after completion of the probationary period of a new Clerk
 - The staffing committee will carry out the Clerk's annual appraisal
 - Managing long term sickness and incidents at work with the Clerk.
 - Managing any issues referred to the committee by Full Council.
 - To deal with other staffing issues as they arise including

- any disciplinary matter in accordance with the Council's Disciplinary Procedure
- any staff grievance in accordance with the Council's Grievance Procedure
- any staff absence in accordance with the Council's Sickness & Absence Policy.

10. These Terms of Reference for the Staffing Committee shall be reviewed annually.

