

## Staffing Committee

<b>Membership</b>	5 Members comprising of the Town Mayor, the Deputy Town Mayor and 3 other members from other committees
<b>Reports to:</b>	The Town Council

It shall meet at least twice a year and extra meetings may be called if required. All meetings will be in closed session.

Three members shall constitute a quorum.

This Staffing Committee shall be responsible for the following functions:

- 1 To establish and keep under review the staffing structure.
- 2 To draft, implement, review, monitor and revise policies for staff.
- 3 To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review.
- 4 To oversee the recruitment and appointment of staff up to budget level.
- 5 To arrange execution of new employment contracts and changes to contracts and review when required.
- 6 To establish and review performance management (including annual appraisal) and staff training programmes for staff.
- 7 To oversee any process leading to dismissal of staff (including redundancy).
- 8 To keep under review staff working conditions, and health and safety matters.
- 9 To monitor and address regular or sustained staff absence.
- 10 To make decisions on staffing related expenditure to the Town Council up to but not exceeding £15,000.00 to conclude any individual matter or dispute.
- 11 To consider any appeal against a decision in respect of pay.
- 12 To consider a grievance or disciplinary matter. If an appeal is submitted the Staffing Committee has the power to create a Staffing Sub-Committee to consider the appeal.

### Guidelines for Members on confidentiality issues

*It is noted that much of the work may require particular attention to the confidential and sensitive nature of the issues being discussed. Members of the Sub Committee will need to complete their work with particular reference to the Data Protection Act 1998 and the Public Bodies (Admission to Meetings) Act 1960.*

Review January 2024