

LUDGERSHALL TOWN COUNCIL



TERMS OF REFERENCE

STAFFING COMMITTEE

The Staffing Committee shall be administered and managed in accordance with these Terms of Reference and to be read in conjunction with Ludgershall Town Council Standing Orders & Code of Conduct and reviewed annually.

The Council shall appoint a Staffing Committee to consider matters only relating to the responsibilities listed below that are provided by the Town Council.

Membership of the Staffing Committee and its quorum will be determined by Ludgershall Town Council, it shall consist of 3 members duly elected from the Full Town Council at the May meeting. All members will be equal and one member will report an update to Finance & Policy each month. All members shall have discretion to refer a matter to the Chairman of Full Council. The Committee shall meet monthly, the date and time will be determined at the previous meeting.

The Committee will be mindful:

- a) of the legal framework for, and good practice in, employment matters
- b) of the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee
- c) of the nationally negotiated model contract, benchmarking and terms and conditions for the employment of all Employees of the Council
- d) of relevant council protocols and policies

Matters for recommendation to council

The Committee will receive reports from the Clerk and make recommendations to Council regarding:

- i. staffing & office requirements including budget allocations
- ii. all policy issues relating to staff

Matters for delegation to the staffing committee

The Committee will receive reports from the Clerk and will:

- i. be responsible for staff recruitment
- ii. confirm individual Contracts of Employment and all terms and conditions

- iii. make arrangements for regular objective review of the Clerk's performance by the Chairman of Council and take necessary action thereon
- iv. receive annual salary awards recommended by National Association of Local Councils
- v. appoint a member of the committee to seek advice for the committee in the event of a dispute between the council and the Clerk
- vi. consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon
- vii. as and when required under the Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting
- viii. consider recommendations from the Appeal Panel and take necessary actions thereon.

Reviewed April/May 2021