

# 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 any other appropriate policies and will be 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.

The Committee shall consist of 5 Town Councillors, membership will be ratified at the Annual Council Meeting in May of each year, and the ratified committee shall vote for its Chair & Vice Chair at the same meeting. The meetings will be held bimonthly on the first Tuesday of the month the first meeting being July (see calendar of meetings on website). Each meeting shall have a quorum of not less than 3 Council members & all members shall have discretion to refer a matter to the Chairman of Full Council.

### **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 staff of the Council
- d) of relevant council protocols and policies

### **Matters for recommendation to Full Council**

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

- a) staffing & office requirements including budget allocations which will be forwarded to the Finance & Policy committee in goodtime for compliance with timescale requirements as set by Wiltshire Council.
- b) all policy issues relating to staff

### **Matters for delegation to the Staffing Committee**

The Committee will receive reports from the Town Clerk and will:

- a) be responsible for staff recruitment
- b) confirm individual Contracts of Employment and all terms and conditions
- c) plan for regular objective review of the Town Clerk's performance by the Chair of Full Council and take necessary action thereon
- d) receive annual salary awards agreed by National Association of Local Councils from the Local Government Association and the National Joint Council

- e) to receive and agree all reviews/appraisals for all staff carried out by the Town Clerk and recommendations from these
- f) support the Council Chair with direct line management, for the Town Clerk & where required, support the Town Clerk with Line Management of the staff.
- g) appoint a member of the committee to seek advice for the committee in the event of a dispute between the council and the Clerk
- h) consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon
- i) 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
- j) consider recommendations from the Appeal Panel and take necessary actions thereon.

All correspondence shall be conducted through the Town Clerk. Minutes of all meetings shall be kept by the Town Clerk and forwarded to all Members of the Town Council as draft asap and put on the website.

**Adopted May FTC 2026**