

Staffing Committee Terms of Reference

July 2024

Purpose of Staffing Committee

The Committee is appointed by full Council to deal with all staffing matters, subject to budget, expenditure and contractual limits decided by the full Council, and reporting back to full Council as required.

1. The Staffing Committee is a committee of the Council, consisting of 2 members that do not sit on the Grievance Committee and does not include the current Chair of Council.
2. The Chairman of the Staffing Committee will be appointed at the first meeting of the Committee.
3. Any powers granted under these Terms of Reference shall be exercised in accordance with any written instructions which may be given by the full Council, and which the full Council may vary at any time.
4. The role of the Staffing Committee is to draft, implement, review, monitor and revise policies for staff.
5. To review salary pay scales for all staff, based on the National Joint Council for local government services (NJC) pay scales, and to be responsible for their administration.
6. To oversee the recruitment and appointment of staff, subject to ratification of appointments by full Council.
7. To arrange for the execution of new employment contracts, and changes to contracts.
8. To establish and review performance management (including annual appraisals) and staff training programmes.
9. To oversee any process leading to dismissal of staff (including redundancy).
10. To keep under review staff working conditions, and health and safety matters.
11. To monitor and address regular or sustained staff absence.
12. To make recommendations on staffing related expenditure to full Council.
13. To ensure the Council complies with its legal duties and responsibilities as an employer and recommends policies for adoption by the Council.
14. To obtain legal and Human Resources advice from suitably qualified organisations and persons as the Committee may deem necessary to fulfil its duties subject to budgetary limits approved by Council.
15. To consider any appeal against a decision in respect of pay.
16. To record and monitor absences, manage approved overtime within agreed financial constraints, and handle grievance and disciplinary matters and pay disputes.