

Cyngor Tref Llanandras a Norton
PRESTEIGNE AND NORTON TOWN COUNCIL

TERMS OF REFERENCE

COUNCIL STAFFING COMMITTEE

MEMBERSHIP

1. Membership of the Staffing Committee to be at least five Councillors including the Mayor and Deputy Mayor and will be appointed annually. There will be no outside representation on the committee.
2. Quorum for the Staffing Committee to be three and at least three Members to agree any decision.
3. The Chair will be elected at the first meeting of the Staffing Committee held after the full Council Annual Meeting.
4. All Councillors may attend the meeting and contribute but only those appointed to the Staffing Committee by the Council may vote on resolutions.

RESPONSIBILITIES

1. To manage all employment issues and working arrangements for staff employed by the Council including contracts of employment, sickness, annual leave/leave of absence, consideration of grievances and initial disciplinary proceedings.
2. To recommend procedures for the appointment of new staff to full Council for approval and to then implement such processes.
3. To arrange for annual staff appraisals, consider ongoing training requirements, carry out job evaluations and salary reviews of all staff as required and to submit these to full Council for approval.
4. To monitor and oversee appropriate pension provision for employees.
5. To consider and prepare a staffing budget proposal to put to full Council for consideration at the budget/precept setting meeting.
6. To consider any other issues relating to staffing matters as may be referred to it by full Council.

GOVERNANCE

1. The Staffing Committee will act in accordance with its own terms of reference and also with the Standing Orders and Financial Regulations of the Council.

2. The Staffing Committee will meet at least once annually and thereafter as required.
3. The Clerk will service the Committee correspondence, Minutes and any other documentation.
4. The agenda for each Committee Meeting will be published at least three working days in advance of the meeting.
5. Minutes will be taken and distributed for agreement at the next Committee Meeting or full Council meeting whichever is soonest.
6. Meetings of the Committee shall be open to the public except where the Committee resolves to exclude the public and press to deal with confidential items as permitted by legislation. Note that the public and press will be excluded when any discussions which directly affect an employee of the Council and which are confidential to that employee.

<p>Terms of Reference agreed at the full Council meeting June 2016 Next Review: May 2017</p>
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