

## **Staffing Committee – Frame of Reference**

### **PURPOSE OF THE COMMITTEE**

To consider and deal with all matters affecting staffing issues. To manage staff workloads to ensure staffing budgets are not exceeded. The Committee has delegated authority to resolve personnel issues, including contracts of employment, pay scales, recruitment training, redundancy, grievances and disciplinary matters in line with all Council policies.

### **MEMBERSHIP**

3 Councillors who will be elected, or re-elected, at the Annual Meeting of the Council. The Committee to have a minimum of 2 Members present at the Staffing Committee to make decisions.

### **PARAMETERS**

- 1        The quorum of the Panel shall be a minimum of 2 Councillors.
- 2        The Committee shall meet a minimum of twice per year with the ability to meet additionally as and when required.
- 3        The Committee shall elect a Chairman at the commencement of its first meeting after the Annual Meeting of Full Council.
- 4        The Chairman of the Committee shall have a second or casting vote in the case of an equality of original views.
- 5        Meetings of the Committee will be held without press or public present and without public notice as the content of discussions fall under Standing Order 11 and 19. All reports, documents and correspondence will remain confidential within the Council.

6 The Committee is directly responsible to Full Council and will report to the Full Council, after each committee meeting.

DETAILED REMIT to include –

1 To provide a route for consultation with the Clerk via an annual appraisal, NALC template to be used for appraisal.

2 To provide a route for consultation with all Councillors on staffing issues.

3 To review and to advice on the numbers of personnel needed for the agreed operation of the Council and the hours needed to carry out agreed operation of the Council.

4 To undertake the recruitment of personnel in conjunction with the Clerk, if more staff needed.

5 To review and agree the terms and conditions of employment as required – NALC employment contract will be used as a guide, along with other Council Policies.

6 To review and to advise on development and training needs, use Council Training policy as guide

7 To authorise increments and cost of living awards within the agreed budget and in line with NALC annual pay scale table and NALC contract of employment.

8 To determine, with appropriate advice as necessary, any grievance or disciplinary issues relating to staff or Councillors, in line with Council policy.

Date Last Ratified/Approved	Version Number	Revision/Amendment made/section	Next Review Date
5 <sup>th</sup> December 2023	1		May 2024