

**HAILSHAM TOWN COUNCIL**  
**STAFFING COMMITTEE**  
**TERMS OF REFERENCE 2023-2024**

Membership:	Membership shall comprise of Seven Councillors (unless Council resolves otherwise)
Quorum:	Shall be half of appointed members or the closest majority to that number
Frequency of Meetings:	The Committee shall meet at least once a year and where there is a staffing necessity.
Time of Meetings:	Meetings shall commence at 7.00pm (or earlier or later if determined by committee resolution)
Membership eligibility:	Open to all members of council, as formally appointed at the Annual Meeting of Council or subsequently at other council meetings.  Other members may be co-opted from other organisations for specific purposes as and when appropriate. Other members who are not members of council will have no voting-rights.

Minutes of all meetings are to be kept by the Clerk. Agendas and minutes shall be forwarded by e-mail to all members of the Town Council. (Only members who do not have access to email or have not agreed to receive minutes and agendas in this manner, shall receive a printed copy by post).

**Terms of Reference**

To consider and deal with all matters affecting staffing issues except where the overall staffing budget will be exceeded. In such cases the Committee will make a recommendation to the Finance Committee or to the Council.

To deal under delegated powers to resolve personnel issues, including contracts of employment, pay scales, redundancy, grievances and disciplinary matters.

The Town Clerk shall be responsible for the day-to-day management of staff under delegated authority

The Staffing Committee shall be delegated to make decisions on behalf of the Council in the following matters:

1. To establish and keep under review the staffing structure and make recommendations to the Council.
2. To draft, implement, review, monitor and revise policies for staff
3. To review staff salaries and terms of conditions and make recommendations to Council.

4. To oversee execution of new employment contracts and changes to contracts
5. To keep under review staff working conditions and health and safety at work for all Council employees
6. To monitor and address regular or sustained staff absence
7. To appoint from its membership a recruitment panel of three when necessary for the appointment and dismissal of a Town Clerk making recommendations to Council
8. To appoint three members, who are not on the Staffing Committee when necessary to act as a disciplinary panel and as an appeals panel in the case of any appeal against disciplinary action taken by the Town Clerk.
9. To appoint from its membership (or the council if necessary) three members when necessary to hear any formal grievance made by the Town Clerk or staff and any appeal by other staff against the outcome of a grievance investigation undertaken.
10. To appoint an appraisal panel of three members for the Town Clerk's appraisal process as defined.
11. At least one member of the committee shall sit on any recruitment panel when employing new members of town council staff.
12. Any other matter which may be delegated by Council from time to time
13. The committee will have a role in ensuring cordial relations between the council and its staff, in line with the council's adopted Members–Officer Relations Protocol, exploring ways to ensure mutual respect and understanding is in place and maintaining an open dialogue.

#### FINANCE

1. Submit an annual proposed budget to Finance Committee.
2. Comply with the Council's Financial Regulations