

# STAFFING COMMITTEE

## Membership:

At least three members of the council.

## Purpose of the committee

The Staffing Committee will oversee management of matters relating to council employees in line with relevant legislation and the council's employment policies.

## Aims and objectives

The role of the Committee is to consider and approve issues relating to:

- training and development
- annual employee performance targets and reviews

## Hearing Panels

Three members of the committee will make up, as necessary, a panel required to hear:

disciplinary hearings for employees other than the Clerk

- The decision of the panel, including dismissal, will be binding and will not require additional ratification by the Full Council.
- In the case of an appeal, three members of the council that have not played any part in the initial investigation or disciplinary hearing will be called upon to convene an appeal hearing.

## Delegated Authority

Under section 101 of the Local Government Act 1972, the Clerk in consultation with either the Chair of the Committee or Chairman of the Council has delegated power for the following:

- annual appraisals/performance reviews
- informal disciplinary action
- recruitment selection
- confirmation in post following probationary periods

The Committee will consider and make recommendations to the full council on:

- staffing restructure leading to potential redundancy/redeployment of employees
- any matters resulting in changes to employment terms and conditions

## Meeting arrangements and frequency

Meetings will be held at least once per year. Election of the committee chairman will be the first business of the initial committee meeting. The Clerk or other appropriate officer will record

meetings. Standing orders on rules of debate and on interests of members in contracts or other matters shall apply.

### **Quorum**

A minimum number of three Committee members are required for decision-making purposes.

### **Reporting and accountability**

The group will be a sub-committee of the Council and as such will refer any matters to the council that are deemed significant enough to require full council consideration or approval.

### **Review arrangements**

The committee will be a standing committee of the council. The appointment of the committee will be considered at the Annual Council Meeting who may decide to alter or dissolve the committee as required.

Adopted July 2022 Agenda Item FC201.22

Reviewed April 2023