

STAFFING COMMITTEE

Terms of Reference

The Committee

- The Committee shall comprise 5 council members including the Council Chairman and Vice-Chairman ex-officio.
- The quorum of the committee shall be 3 members.
- The Council subscribes to the Local Council People & Development Advisory Service run by HALC.

Frequency of Meetings

- One meeting will be held every year to review all staff contracts and job descriptions, the performance management process and HR policies.
- Other meetings will be convened as and when necessary eg, to deal with grievance and disciplinary issues; to recruit staff or to deal with other personnel issues.

Functions

- To review staffing structures and levels and make recommendations to the Council;
- To agree and review annually contracts of employment, job descriptions and person specifications for staff;
- To review staff salaries and terms and conditions and make recommendations to the Council and finance committee for budgeting purposes;
- To appoint from its membership a recruitment panel when necessary and recommend appointments to the Council. Recruitment panels will normally comprise 3 members in the case of appointment to the Executive Officer role and one member plus the Executive Officer for all other posts;
- To appoint one member to carry out an annual appraisal of the Clerk and oversee the appraisal process for other staff members;
- To deal with any staff disciplinary matters in accordance with the Council's disciplinary procedure and appoint a panel of 3 members if necessary;
- To deal with any staff grievance in accordance with the Council's grievance procedure and appoint a panel of 3 members if necessary;
- To review health and safety at work for all Council employees
- To review and update on an annual basis the staff handbook and all Council policies in relation to staff employment;
- To ensure the council complies with all legislative requirements relating to the employment of staff.