



The Town Hall  
1 High Street  
CULLOMPTON  
Devon  
EX15 1AB

[www.cullomptontowncouncil.gov.uk](http://www.cullomptontowncouncil.gov.uk)  
[admin@cullomptontowncouncil.gov.uk](mailto:admin@cullomptontowncouncil.gov.uk)  
01884 38249

## STAFFING COMMITTEE TERMS OF REFERENCE

**COMMITTEE TYPE:** EXECUTIVE

**PURPOSE:** To oversee the management of the Council's staff in accordance with statutory requirements, Council Policy documents and other guidance.

To consider, when required, all staff disciplinary and grievance matters and decide the outcome of such matters.

**AUTHORITY:** To decide on staffing, disciplinary and grievance matters, reporting these decisions to the Full Council as soon as practicable.

### SCOPE:

1. The Staffing Committee will consist of 7 members. The membership and Chair of the Committee will be nominated by the Council at its Annual Meeting in May of each year.
2. No member of the Staffing Committee will be eligible for appointment to the Appeals Committee. Either the Chair or the Vice-Chair of the Council will sit as the Chair of the Appeals Committee, therefore the Chair and Vice-Chair of the Council cannot both sit as members of the Staffing Committee. Should a complaint from a member of staff name a Councillor who is a member of the Staffing Committee, that Councillor will be required to recuse themselves from the Committee whilst the complaint is resolved.
3. The Staffing Committee will meet at least quarterly in June, September, December and March on the second Thursday of those months together with any other meetings that may be required on an ad hoc basis. Meetings will be summoned by officers and will be governed by the [Local Government Act 1972 Schedule 12](#) and the Council's adopted [Standing Orders](#).
4. A quorum of the Staffing Committee will be a minimum of 3 members.
5. The Staffing Committee will:
  - 5.1. Oversee the recruitment, retention and training of staff to undertake the work of the Council.

- 5.2. The Chairman of the Staffing Committee, the Chair of the Council or Vice - Chair are to conduct the annual appraisal of the Town Clerk, agree objectives and bring a report back to the Committee.
- 5.3. Decide, with the Town Clerk and any other relevant staff, any issues relating to staffing levels and regrading, pay levels and staffing structures.
- 5.4. Consider requests from members' and staff to attend conferences, courses and meetings relevant to the work of the council.
- 5.5. Consider and bring to a final conclusion any matters emanating from grievance and disciplinary procedures contained in the Contract of Employment applicable to all members of staff employed by the council having due regard for:
  - 5.5.1. Adopted Standing Orders.
  - 5.5.2. Adopted Financial Regulations.
  - 5.5.3. Adopted Town Council Policies relating to disciplinary and grievance matters, and staff contracts which reference Terms and Conditions of Employment.
  - 5.5.4. ACAS guidelines and procedures for disciplinary and grievance matters.
  - 5.5.5. National Joint Council (NJC) Green Book pertaining to employment of local authority staff.
- 5.6. Receive and note the Town Clerk's appraisal and be the point of contact for any appeal.
- 5.7. Have the ability to incur expenditure, as delegated, under the appropriate budget headings.
- 5.8. Deal with any staff complaint concerning the Town Clerk.
- 5.9. Deal with any staff matters referred by the Town Clerk.
- 5.10. Deal with any other staffing matters that the Council or the Town Clerk deems appropriate.