

Staffing Committee

Membership	5 Members comprising of the Town Mayor, the Deputy Town Mayor and 3 other members being 1 from each of the Environment, Leisure and Planning Committees.
Reports to:	The Town Council

It shall meet at least twice a year and extra meetings may be called if required. All meetings will be in closed session.

Three members shall constitute a quorum.

This Staffing Committee shall be responsible for the following functions:

- 1 To establish and keep under review the staffing structure.
- 2 To draft, implement, review, monitor and revise policies for staff.
- 3 To establish and review salary paycales for all categories of staff and to be responsible for their administration and review.
- 4 To oversee the recruitment and appointment of staff.
- 5 To arrange execution of new employment contracts and changes to contracts.
- 6 To establish and review performance management (including annual appraisal) and staff training programmes for staff.
- 7 To oversee any process leading to dismissal of staff (including redundancy).
- 8 To keep under review staff working conditions, and health and safety matters.
- 9 To monitor and address regular or sustained staff absence.
- 10 To make recommendations on staffing related expenditure to the Town Council.
- 11 To consider any appeal against a decision in respect of pay.
- 12 To consider a grievance or disciplinary matter. If an appeal is submitted the Staffing Committee has the power to create a Staffing Sub-Committee to consider the appeal. Staffing Sub-Committee will consist of 3 Councillors.

Agendas and minutes will be provided to all Town Councillors.

Guidelines for Members on confidentiality issues

It is noted that much of the work may require particular attention to the confidential and sensitive nature of the issues being discussed. Members of the Sub Committee will need to complete their work with particular reference to the Data Protection Act 1998 and the Public Bodies (Admission to Meetings) Act 1960.