

# Leigh-on-Sea Town Council

## Staffing Committee

### Terms of Reference

- Membership shall comprise of 7 Councillors who shall be appointed at the Annual Council Meeting
- The Chair and Vice Chair of the Committee shall be appointed at the Annual Council Meeting by the members of the Staffing Committee.
- The quorum of the Committee shall be three members
- Councillors may join in the year if authorised by the Council

### Purpose

To consider and deal with all matters affecting staffing issues.

### Frequency of Meetings

The Committee shall meet twice a year or where there is a staffing necessity.

Reports to the Council

### Delegated Powers

The Staffing Committee shall be delegated to resolve personnel issues, including contracts of employment, pay scales, redundancy, grievances and disciplinary matters

1. Ensure the Council's compliance with all legislative requirements relating to the employment of staff and matters relating to terms and conditions of employment
2. To establish and keep under review the staffing structure and make recommendations to the Council
3. To draft, implement, review, monitor and revise policies for staff
4. To review staff salaries and terms and conditions and make recommendations to Council
5. To oversee execution of new employment contracts and changes to contracts
6. To keep under review staff working conditions and health and safety at work for all Council employees
7. To monitor and address regular or sustained staff absence
8. Oversee the recruitment and appointment of staff
9. Delegate the day-to-day management of staff to the Town Clerk
10. Oversee any process leading to the dismissal of staff (including redundancy)  
To appoint from its membership three members to a Sub Committee as and when required, to form panels in line with personnel procedures (e.g. Grievance and Disciplinary)
11. To liaise with the Council's HR and Health and Safety consultants where appropriate to obtain advice, guidance and information
12. Any other matter which may be delegated to it by the Council from time to time
13. The Committee is authorised to establish Working Groups and Sub-Committees and to appoint advisors as and when necessary, to assist in its work  
Working Groups and Sub-Committees shall be chaired by a Councillor
14. Advisors shall have no voting rights
15. The Committee is authorised to agree additional meetings as and when required

Agendas and Minutes will be provided to all Town Councillors and City Councillors representing Leigh on Sea Town Council.