

These terms of reference should be read in conjunction with Thornbury Town Council Standing Orders.

TERMS OF REFERENCE – STAFFING COMMITTEE

1. COMPOSITION

- 1.1 The Staffing Committee shall consist of 6 councillors.
- 1.2 The Chair of the Council shall not be a member of the Committee.
- 1.3 The Deputy Town Mayor (ex officio) shall be given first opportunity of membership, which they may decline.

2. CHAIR

- 2.1 The Committee Chair will be elected at the Annual Meeting of the Full Council.
- 2.2 The Chair's period of office is for one year.
- 2.3 The Committee shall elect a Vice-Chair at the first meeting after the Annual Town Council Meeting. The Vice-Chair's period of office is for one year.
- 2.4 The Chair if present shall Chair the Committee meeting.
- 2.5 In the absence of the Chair and Vice-Chair a vote of committee members will appoint a Chair for that meeting.
Councillors serving as Chair will be required to attend relevant training within six months of appointment

3. QUORUM

- 3.1 The Committee shall be subject to a quorum of 4 or one third of its membership whichever is greater.

4. MEETING FREQUENCY

- 4.1 The Committee shall meet at least once a year before budgeting and additionally as needed.

5. CONDUCT OF THE MEETING

- 5.1 All meetings of the Committee shall be convened in accordance with Thornbury Town Council standing orders and current legislation.
- 5.2 It may be necessary on occasion for all staff to be excluded from the meeting. In these circumstances the Deputy Chair or other nominated member of the Committee will record the agreed decisions and outcome which will form the basis of the meeting minutes.

6. AREA OF OPERATIONS

The Committee shall be responsible for the following Town Council functions:

- 6.1 Making recommendations to the Chief Executive on confidential matters relating to the recruitment, discipline, capability and sickness management of staff employed by the Council
- 6.2 Establishing a panel of members to hear formal cases of misconduct, capability or grievance as required by relevant Council policies.
- 6.3 To review Staff conditions, welfare, salaries and appraisal arrangements.
- 6.4 To review Staff training and development in line with the Training and Development Policy.
- 6.5 To consider the implications of any changes to employment such as payment, taxation, pensions, legislation and regulation.
- 6.6 To make arrangements for the annual appraisal of the Chief Executive.
- 6.7 To review staffing structure

7. POWERS AND RESPONSIBILITIES

- 7.1 Four or more committee members are required for deciding (as specified in relevant council policies) on whether a member of staff should be dismissed from post on the basis of conduct or capability.
- 7.2 Make recommendations, in the light of advising on confidential staff matters, towards the revision of staff management policies.
- 7.3 The Committee may authorise expenditure in accordance with the budget and areas of operation approved and agreed by Full Council.

8. HEALTH AND SAFETY

- 8.1 To satisfy itself that Health and Safety and governance procedures are being followed in relation to the Finance Committee remit.

9. ENVIRONMENT

- 9.1 To give due consideration to environmental, conservation and climate change matters in carrying out the functions of the Committee and in reaching all decisions.

10. EQUALITY AND DIVERSITY

- 10.1 To consider equality and diversity (race, gender, sexual orientation, marital status and disability), tackling disadvantage, reducing social exclusion, and supporting society's most vulnerable groups, in carrying out the functions of this Committee.

11. FURTHER INFORMATION

- 11.1 The Committee shall appoint sub committees and working groups as and when it is deemed necessary and shall set out Terms of Reference for those bodies
- 11.2 The Committee shall undertake reviews of Terms of Reference as and when appropriate for sub-committees and working groups under its remit and should make recommendations to Full Council regarding its own Terms of Reference.