

TERMS OF REFERENCE
KIRKBYMOORSIDE TOWN COUNCIL STAFFING COMMITTEE

Membership & Procedures

1. The Staffing Committee will have four members, all members of the Council.
2. The Chairman of the Town Council will be appointed as ex officio member and three other Council members will be appointed.
3. The quorum will be three members.
4. The Staffing Committee will appoint the Chairman of the Town Council as its Chairman.
5. The Staffing Committee will review its membership annually at the Annual Meeting of the town council in May.
6. The Staffing Committee's minutes will be taken by a member of the Staffing Committee.
7. The Staffing Committee will ratify its own minutes and then send these to Full Council for information only.
8. The Staffing Committee will follow the rules for convening its meetings as those applied to meetings of the Full Council.

The purpose/responsibility of the Staffing Committee is to:

1. Determine the staffing levels necessary to efficiently discharge the work required by the council and to review the workloads periodically and report any recommendations for change to full council.
2. Determine the pay and conditions of employment of the clerk in line with the prevailing pay scales of the nationally recognised body (usually National Association of Local Councils [NALC]) and to review and update these as necessary in order to comply with the law and with good practice, and to recommend such review and updates to full council for adoption.
3. Take all action necessary to advertise, select and interview candidates to make an appointment within budgetary constraints.
4. Ensure the Health and Safety of staff employed by providing appropriate working spaces, tools and equipment and to train staff as necessary to safeguard their health & safety at work.
5. Be responsible for the development and training of staff to ensure that they have capacity to do their job.
6. Line-manage the Town Clerk (to include annual appraisals and mid-point/year reviews; meetings from time to time to discuss workload and conditions to ensure the council is exercising a duty of care for its employee).
7. Consider and deal with grievance and disciplinary issues (staff related).
8. Undertake reviews of working practices and procedures of the Council as a whole when so requested and to make recommendations to Full Council.