

**Aylsham Town Council**  
**Terms of Reference for the Staffing Committee**

**1. Authority**

- The Staffing Committee is appointed by and is solely responsible to Aylsham Town Council. The Committee's duties are defined and agreed by the Full Council, which may vote, at any time, to modify the Committee's powers.

**2. Membership**

- The Committee will consist of no fewer than 7 Councilors and the first item of business at its first meeting after the Annual Town Council meeting each year will be to elect a Chair for the year. It will also elect a Vice-Chair, if thought appropriate, although any elected member can preside by agreement in the Chair's absence. A quorum will be a minimum of 3 elected members.
- The Staffing Committee may invite guidance from professionals to assist in its deliberations subject to prior agreement of the Town Council of any fees to be charged.

**3. Records of Proceedings**

- The a minimum of twice per annum to consider staff appraisals and the staffing budget for the forthcoming year.
- Additional meetings will be arranged as required to address staffing matters.
- Written minutes will be taken to record the Committee decisions and will be adopted at the next full council meeting and signed as a true record of the meeting at the next Staffing Committee meeting. The Town Clerk will be responsible for arranging meetings and for the recording and distribution of minutes. The minutes will be available on the Town Council website.

**4. Duties and Functions**

The purpose of the Committee is:-

- To ensure the council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety and staff welfare.
- To review staffing structures and levels and make recommendations to the Council.
- To review all council policies that relate to staff employment.
- To appoint, members to act as a disciplinary panel as set out in the Green Book and as an appeals panel in the case of any appeal against disciplinary action.
- To appoint members to hear any formal grievance.
- To appoint a recruitment panel when necessary. In the case of recruitment of the Clerk to the Council, three members of the Staffing Committee should form the recruitment panel.

In the case of other positions, the line manager should form part of the recruitment panel.

- Subject to delegated authority from the Staffing Committee, the recruitment panel should have the authority to offer a role. Appointment of the Town Clerk will be ratified by the full Town Council

## **5. Other Matters**

- Manage attendance, short term sickness absence, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, carer's leave, compassionate leave, flexible leave requirements and staff inductions in line with current agreed council policies.
- Carry out annual staff appraisals, supervision interviews, and training requirements.
- The Town Council standing orders are applicable to all members and meetings of the committee
- The Chairman and the Vice-chairman of the Town Council to carry out the Town Clerks appraisal and report to the Staffing Committee.

## **6 Review**

- These Terms of Reference will be subject to review every two years.

May 2025