

1 Objectives

- 1.1 To review staffing matters.
- 1.2 To develop, monitor and review the following:
 - compliance with current legislation relating to staffing,
 - appropriate staffing levels,
 - quality and quantity of work to ensure a quality service to the council and the local community.
 - to ensure the health, safety and wellbeing of its staff.
- 1.3 To make recommendations to the Finance & General Purposes Committee on personnel and other staffing matters.

2 Composition

- 2.1 Membership: The sub committee will consist of 3 councillors appointed at the Annual Town Council Meeting. A nominated reserve will be appointed and FTC chair will be ex-officio member.
- 2.2 Chairmanship: The Committee will elect a chair from its members at its first meeting each year following the Annual Town Council Meeting.
- 2.3 Meetings: The sub committee will normally meeting twice a year and will call extra-ordinary meetings as necessary.
- 2.4 Voting: Only councillors who are members of the committee will have a vote.
- 2.5 The quorum for a meeting will be a minimum of 3 councillors.
- 2.6 Independent external advisor(s) may attend as required.
- 2.7 The Councillors Code of Conduct will apply to all members of the committee.
- 2.8 The conduct of meetings (declaration of interests, debate, voting etc) will be governed by the council's standing orders.

3 Rights & Powers

- 3.1 The sub committee will make recommendations to the Finance and General Purposes Committee for consideration and approval.

4 Responsibilities

- 4.1 To produce written estimates of proposed expenditure for the next financial year for submission to FTC for approval no later than the council's meeting in November of the current year.
- 4.2 Ensure appropriate staffing levels to deliver a quality service.
- 4.3 Review pay and conditions of employment (using the National Joint Council for Local Government Services (NJC) as agreed by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC) and the terms and conditions for clerks and other officers (in line with the Green Book arrangements) and update these as necessary to comply with employment law and good practice.
- 4.4 Recommend new, amended and varied policies, guidance, operating procedures to full council for adoption.
- 4.5 Follow up complaints relating to staff and undertake disciplinary and grievance procedures, as necessary, and report back to the Finance and General Purposes Committee.
- 4.6 Arrange to carry out the annual appraisal of the Town Clerk. The Town Clerk carries out the appraisal of all other officers.

APPENDIX A
COMMITTEE MEMBERS 2023-2024