



VENTNOR TOWN COUNCIL

STAFFING COMMITTEE

TERMS OF REFERENCE

GENERAL

The Town Council will appoint the Committee and determine its composition, quorum, role and functions.

The Terms of Reference should be read in conjunction with the Town Council's adopted Standing Orders and Financial Regulations.

In applying the Terms of Reference, the Committee is empowered to consult, insofar as it might consider it necessary or desirable, with any other committee of the Council or with any other Council or outside body or person.

COMPOSITION

- a) The Committee shall comprise not less than 3 members.
- b) The Committee shall elect a Chair.
- c) The quorum of the Committee shall be 3 members.

ROLE AND FUNCTIONS

The Committee shall undertake the following role and functions:

- a) in respect of the Proper Officer & Responsible Finance Officer, to:
 - i) recommend to the Town Council appropriate staffing arrangements for these roles and relevant salary scales and terms and conditions for the related posts;
 - ii) provide the Town Council with related Job Descriptions and Person advise the Town Council on and
 - iii) propose to the Town Council such recruitment and selection processes as are required for appointments to them.
- b) in respect of administrative and project staff, to:
 - i) determine terms and conditions for posts established by the Town Council;
 - ii) agree and implement appropriate recruitment and selection processes for each post; and
 - iii) formally confirm appointments.
- c) To consult with the Town Clerk in connection with all staffing related matters.