



# VENTNOR TOWN COUNCIL

## STAFFING COMMITTEE

## TERMS OF REFERENCE

### GENERAL

- a) The Town Council will appoint the Committee and determine its composition, quorum, role and functions.
- b) The Terms of Reference should be read in conjunction with the Town Council's adopted Standing Orders and Financial Regulations.
- c) The Committee is empowered to consult, insofar as it might be necessary, any other committee of the Council or any other Council, outside body or person.

### COMPOSITION

- a) The Committee will comprise three or more members.
- b) The Committee's Chair will be appointed annually by the Town Council
- c) The quorum of the Committee will be three members.

### ROLE AND FUNCTIONS

The Committee will have the following role and functions:

- a) In respect of the Proper Officer & Responsible Finance Office, to:
  - i) recommend to the Town Council appropriate staffing arrangements and relevant salary scales and terms and conditions for the related posts;
  - ii) provide the Town Council with related Job Descriptions and Person Specifications;
  - 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;
  - iii) formally confirm appointments.
- c) To hold delegated powers to deal with all personnel, employment and recruitment issues, with reports and recommendations made to the Town Council as necessary, including responsibility for appointing investigators, hearing and appeals sub-committees within the Council's Discipline and Grievance procedures.
- d) To ensure that the Council complies with the requirements of employment law and follows good practice in providing good working conditions for staff.
- e) To consult with the Town Clerk in connection with all staffing related matters.