



## **FALMOUTH TOWN COUNCIL**

### **COMMITTEE TERMS OF REFERENCE – 2024/25**

Committees may exercise delegated functions on behalf of the Town Council under the following terms of reference, subject to:

- The Town Council's approved Budget and Financial Regulations
- Any previously minuted decision of the Town Council
- Any matters reserved to the Town Council by statute

Committee membership will be appointed by the Council. Normally the appointment of the Committee Chair and Vice-Chair will be delegated by the Council to the respective Committee.

## **STAFFING COMMITTEE**

Is appointed to make decisions about all staffing matters, subject to employment law, budget and expenditure limits decided by the Council.

Membership:	6 (with a training requirement to serve)
Quorum:	3
Meeting frequency:	Quarterly
Attending Officers:	Town Clerk and HR Manager

NB: Membership to include the Town Mayor and the chairs of the Finance and General Purposes Committee, the Cultural Services and Leisure Committee and the Grounds Facilities and Environmental Action Committee.

### Terms of Reference:

1. To establish and keep under review the staffing structure in consultation with the Finance and General Purposes Committee.
2. To implement, review, monitor and revise policies for staff.
3. To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review.
4. To ensure there are appropriate systems for the recruitment and appointment of staff, including agency staff where necessary.
5. To ensure the Council is compliant regarding current employment law and best practice.
6. To ensure there is a system of annual appraisals and staff learning and development programmes.
7. The Committee chair and vice-chair to appraise the Town Clerk.
8. To keep under review staff working conditions, and health and safety matters.
9. To make recommendations on staffing related expenditure to the Finance and General Purposes Committee as Part of the budget setting process.
10. To consider any appeal against a decision in respect of pay or changes to terms and conditions.
11. To act as an appeal body as required for employment matters. The Committee to be divided in consideration of the matter, so that fresh eyes are retained for any subsequent appeal.