

# Staffing Committee Membership and Terms of Reference

The Committee shall be appointed at the Annual meeting of the Community Council

Membership totals 6 members of the Council

The Chairman and Vice Chairman of the Council serve the same post on this **ADVISORY COMMITTEE**. No powers have been delegated by the Council.

**Quorum** – Will be 3 members of the Committee – 50% of the membership – Standing Order 4 d viii.

**Meetings** – Will be held on an as required basis, determined by any matters that require and in-depth review concerning Staffing Matters, unless otherwise agreed by the Council/Committee.

## Terms of Reference

- a) To oversee activities relating to employment of the Council Staff.
- b) To monitor and keep under review the staffing structure, to receive recommendations from the Clerk and to make any appropriate recommendations to the Community Council.
- c) Responsibility for all health, wellbeing and safety matters.
- d) To monitor a performance management policy and pay policy for approval by the Community Council and to monitor and evaluate the impact of these policies ensuring that these meet the nationally agreed terms of pay and conditions.

**(Approved at a meeting dated 9<sup>th</sup> May 2024 minute 8c refers)**