WETHERBY TOWN COUNCIL

STAFFING COMMITTEE
Terms of Reference

1. Introduction

1.1 The aim of this Committee is to develop strategy and policy in all matters relating to human resources and to take employment related decisions on behalf of the Council where directed.

1.2 The Committee shall provide effective and professional staff management in all matters relating to the employees of the Council and to help ensure that the Council is exercising an adequate duty of care for all of its employees.

1.3 The Staffing Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside the Staffing Committee's terms of reference shall be made to the Full Council.

1.4 The Staffing Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

2. Membership

2.1 The Staffing Committee shall consist of four Town Councillors to be elected every four years at the Annual Meeting of the Town Council held immediately after an ordinary election. The Mayor and Deputy Mayor shall not be elected as members of this committee.

2.2 When making appointments to the Staffing Committee consideration shall be given as to a Member's previous experience or skills in relation to the scope of this Committee.

2.3 Three members of the Committee shall constitute a quorum.

2.4 Members of the Staffing Committee shall not be members of the Appeals Committee.

2.5 The Chairman and, if necessary, the Vice-Chairman are to be elected annually at the Annual Meeting of the Town Council and shall hold office until the next Annual Council Meeting.

2.6 In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Staffing Committee will be filled at the next meeting of the Full Council.

2.7 Substitutions are not permitted in the event of a Member's absence from a meeting of the Staffing Committee.

3. Meetings

3.1 The Town Clerk will call Staffing Committee meetings as and when necessary.

3.2 Members will be summoned to attend meetings which will usually be held in Wetherby Town Hall.

3.3 Public notice of meetings shall be given in accordance with Schedule 12, Paragraph 10(2) of the Local Government Act 1972.

3.4 The first item of business on the agenda of a Staffing Committee meeting will make provision for the Committee to resolve, where necessary, to exclude members of the public under the Public Bodies (Admission to Meetings) Act 1960.

4. Documentation

4.1 Minutes of all meetings will be recorded by the Town Clerk and circulated for approval at Full Council meetings.

4.2 Reports, documents and correspondence relating to this Committee may remain confidential within the Council.

4.3 All correspondence shall be conducted through the Town Clerk.

5. Scope

5.1 The Staffing Committee to have full delegated powers to consider and take decisions on the Council's staffing levels and requirements.

5.2 The Staffing Committee to have full delegated powers for the recruitment and selection of all staff, with the exception of the post of Town Clerk/RFO (see 5.4 below). The Committee will follow the provisions of the council's recruitment policy.

5.3 Applicants will be short-listed by the Staffing Committee and Town Clerk. Successful short-listed applicants to be interviewed by the Chair of the Staffing Committee and the Town Clerk, who will submit a recommendation to the Staffing Committee to ratify the appointment of a new member of Staff.

5.4 The Staffing Committee will have delegated powers to recruit and short list applicants for the post of Town Clerk/RFO. The successful short-listed applicants to be interviewed by a panel of three members of the Staffing Committee. A recommendation from the Staffing Committee will be submitted to full council to ratify the appointment of a new Town Clerk/RFO.

5.5 The Staffing Committee to have delegated powers to review job descriptions, person specifications, staff establishment (including promotion and re-grading) and to approve contracts of employment.

5.6 The Staffing Committee to have delegated powers to consider and implement pay awards, increments and payroll management.

5.7 The Staffing Committee will submit proposals in respect of salaries and training of all staff to the Budget & Governance Committee, not later than the end of October each year (as laid down in Financial Regulation 3.1).

5.8 The Staffing Committee to have delegated powers to consider and implement any changes, which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC "Green Book") and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).

5.9 The Staffing Committee to have delegated powers to review the Staff Handbook.

5.10 The Staffing Committee to have delegated powers to administer the first stages of the Council's Disciplinary and Grievance Procedures. Second stage Disciplinary and Grievance appeals will be heard by the Council's Appeals Committee.

5.11 The Staffing Committee will appoint one of its members, usually the Chair of the Committee, to act as Line Manager to the Clerk/Responsible Financial Officer and to direct the line manager in his/her role and responsibilities.

5.12 The Staffing Committee to have delegated powers to carry out annual staff appraisals. Staff appraisals will be carried out by the Chair or another member of the Staffing Committee and the Town Clerk. The Town Clerk's appraisal will be carried out by two members of the Staffing Committee, to include the Chair.

5.13 The Staffing Committee to have delegated powers to review staff pension arrangements.

5.14 The Staffing Committee reserves the right to refer any decision back to Full Council for consideration as and when necessary.

6. Review

6.1 The Staffing Committee's Terms of Reference are to be reviewed annually at the Annual Meeting of Wetherby Town Council.

These Terms of Reference were reviewed by Dianne Rickaby, Clerk and RFO to the Town Council.

Signed: ..Signature Redacted. Original can be viewed in the Town Council Offices, Wetherby Town Hall.....

Dated: 9.6.26

These Terms of Reference were adopted by the Town Council at its meeting held on 12th January 2021 and reviewed at the annual Town Council meeting on 12th May 2026.

Signed: .....Signature Redacted. Original can be viewed in the Town Council Offices, Wetherby Town Hall.....

Councillor Connor Mulhall , Mayor of Wetherby

Dated: 09.06.2026

These Terms of Reference were subsequently reviewed, and approved without amendment by the Town Council on:

Date: **Signed by Chairman:**