



**Grange-over-Sands Town Council**  
**Staffing Committee Terms of Reference**  
Approved May 2012; revised May 2016

**General terms of reference applicable to all committees:**

The terms of reference of all committees are subject to the following reservations:

1. That powers be exercised in accordance with any policy adopted, or directions given, by the Town Council.
2. That powers be subject to the Council's Standing Orders and Financial Regulations.
3. That any unresolved differences between committees shall be referred to the Council for determination.
4. That any proposal which involves a major change in the existing policies approved by Council shall be submitted to the Town Council for approval.
5. Committees will bring to the attention of the Council any matters being pursued by other local authority/statutory/voluntary or other bodies which may be relevant to the work of the Town Council.

**Staffing Committee**

**Membership:** The Chairman, Vice Chairman, previous years' Chairman, two Councillors and Town Clerk

**Operational management delegated to the Town Clerk**

**Responsibilities of Staffing Committee:**

- a) To carry out the management of the personnel function and all aspects of personnel management as is necessary.
- b) To review and amend all employment-based policies and procedures as and when required.
- c) To review and amend all member-based policies and procedures as and when required
- d) To provide supervision for the Town Clerk on at least three occasions throughout a twelve-month period and provide an appraisal at the end of the period.
- e) To receive appraisal reports on all employees from the Town Clerk and review recommendations.
- f) To receive the Town Clerk's recommendations with regard annual contract review ensuring employment law compliance and pay recommendations.
- g) To recommend to Council the overall staffing structure and approval of additional posts.
- h) To manage issues relating to pension schemes as it affects individual employees and administration of retirement.
- i) To convene to receive a complaint, a grievance or a disciplinary and then implement due process, as required by the Councils policies and procedures.
- j) To act as a Remuneration Panel making recommendations for the Precept applications on pay awards.