

Part 7 – Terms of Reference

STAFFING COMMITTEE

The Council will appoint and determine the remit of the Staffing Committee.

1. Membership

- 1.1 The Staffing Committee will comprise ten councillors, appointed by Council. Appointment and disciplinary panels must include an executive member (see 1.3 below) who, if required, will be appointed as a substitute member of the Committee.
- 1.2 There will be no standing Staffing Committee Chair.
- 1.3 Appointment and other employment panels will normally consist of 5 councillors and be chaired by the relevant Cabinet member or the Leader.
- 1.4 If the post in respect of which a Staffing Committee panel is to meet is likely to report to more than one Cabinet member, the Leader will determine which portfolio holder will serve on and Chair the panel.

2. Purpose

- 2.1 To determine matters relating to the Council's responsibilities as an employer, where a member-level decision is required and can be delegated to a committee, including the overall framework of terms and conditions of employment for employees.
- 2.2 To consider applications and make appointments to senior posts (or to appoint sub-committees for that purpose), or to make recommendations to Full Council, as required under the Employment Procedure Rules set out in Part 8 of the Constitution.
- 2.3 To hear any appeal or other staffing matter requiring member level decision or appoint a sub-committee to fulfil the role.

3. Meeting Arrangements

- 3.1 The Access to Information Procedure Rules in Part 8 of the Constitution apply.