



Ilfracombe Town Council

STAFFING COMMITTEE TERMS OF REFERENCE

1. Purpose

The purpose of the Staffing Committee is to oversee all matters relating to the employment, welfare, development and management of the Council's employees.

The Committee will ensure that the Council meets its responsibilities as an employer and that staff are managed effectively, fairly and in accordance with employment legislation and recognised good practice.

2. Membership

The Committee shall consist of 5 Councillors appointed annually at the Annual Meeting of the Council.

Membership shall include:

- 4 elected members
- 1 ex-officio position – either The Mayor and/or Deputy Mayor

Non-committee councillors may attend meetings but shall not participate in discussion or vote unless invited by the Chair. They will be subject to the Council's Data Protection Policy which includes confidentiality of all matters discussed.

3. Chair and Vice Chair

The Committee shall elect a Chair and Vice Chair at its first meeting following the Annual Meeting of the Council.

4. Quorum

The quorum shall be three members. In the event of the meeting being inquorate, the committee has the delegated power to co-opt other members of Ilfracombe Town Council who are present at the meeting. If the meeting becomes inquorate and no co-option is possible, the meeting shall be adjourned.

5. Meetings

- Meetings shall normally take place on the second Monday of each month (this may differ in the event of a bank holiday).
- Meeting dates and times can be rescheduled at the discretion of the Chair.
- The Proper Officer will 'call' the meeting and summon members to attend in accordance with standing orders.
- Public Notices of the meeting shall be given in accordance with the Council's Standing Orders.

6. Public Participation

Meetings shall be open to the public and press. However, due to the confidential nature of staffing matters, items may be considered with the press and public excluded in accordance with the Public Bodies (Admission to Meetings) Act 1960. This will be decided by resolution of the Committee.

Non-committee councillors will be considered a member of the public and may be required to leave the meeting unless otherwise invited by the Chair.

7. Delegated Authority

The Staffing Committee has delegated authority to make decisions on behalf of the Council in relation to staffing matters except where these are specifically reserved to Full Council.

The Committee shall not involve itself in the day-to-day operational management of staff, which remains the responsibility of the Proper Officer and Programme Manager.

8. Responsibilities

The Committee shall:

Staffing Management

- Oversee the management and welfare of Council employees
- Monitor staff performance and ensure annual appraisals are carried out
- Ensure appropriate HR procedures are followed

Recruitment

- Approve recruitment for pre-agreed posts within budget
- Appoint interview panels
- Authorise offers of employment

Employment Policies

- Review, approve and implement employment policies and procedures

Pay and Conditions

- Determine staff pay progression within approved budget
- Monitor national pay awards and recommend budget adjustments where required

Staff Welfare

- Manage matters relating to sickness absence, disciplinary procedures and grievances

Training and Development

- Approve training and development within the agreed budget

Staffing Budget

- Prepare and submit staffing budget proposals to Full Council

9. Matters Reserved to Full Council

The following matters remain the responsibility of Full Council:

- Appointment or dismissal of the Proper Officer
- Creation of new staff posts
- Approval of the staffing budget
- Major staffing restructures
- Adoption of strategic employment policies

10. Reporting

The Committee shall report its decision to the next meeting of Full Council for information.

Staffing Governance Structure

The following table outlines the governance responsibilities for staffing matters within the Council.

Body	Responsibilities
Full Council	• Approves overall staffing budget • Creates new staff posts • Appoints or dismisses the Proper Officer • Approves major staffing restructures • Adopts strategic employment policies
Staffing Committee	• Oversees staffing matters on behalf of the Council • Approves recruitment to pre-agreed posts • Determines staff pay increments in line with pre-approved budget • Manages disciplinary and grievance procedures • Oversees sickness absence and staff welfare • Approves HR policies and procedures • Approves staff training within budget
Proper Officer (Town Clerk) & Programme Manager	• Day-to-day management of staff • Implementation of council policies • Operational supervision and work allocation • Conducting staff appraisals (except where delegated) • Managing operational staffing issues

These Terms of Reference were adopted by the Council at its Annual Meeting held on 11th May 2026.