

DURSLEY TOWN COUNCIL

STAFF COMMITTEE

TERMS OF REFERENCE

AGREED AT COUNCIL ON 7th NOVEMBER 2017

1. The Staff Committee is a Standing Committee of the Town Council.
2. It is comprised of the Mayor, Deputy Mayor, and either the Chair or Vice Chair of each of Council's Standing Committees. At least one additional nominated member will sit on the committee. If a minimum membership of six is not reached, then more nominated members will join the committee to make the number up to six.
3. The Chair and Vice Chair will be elected at the first Staff Committee meeting immediately following the Annual Council meeting.
4. Where appropriate, the Staff Committee can establish a sub-committee of three members, to deal with any recruitment, grievance or disciplinary matter.
5. Its functions are:
 - To annually review staff conditions, salaries and staff appraisals.
 - To supervise and/or manage all processes and procedures relating to staffing.
 - To supervise and monitor Council's Employment Contracts, documents and policies.
6. With regard to complaints about members of staff made by members of staff and/or the public and/or Councillors:
 - The Staff Committee will provide a supportive and impartial arena in which to conduct an informal investigation.
 - In the interests of confidentiality, the public will not be admitted to the above, but, with due regard to confidentiality, the outcome will be stated at the next available meeting of the Town Council
 - The Staff committee cannot function as a disciplinary body, although via clause 4 above, its representatives may fulfill this role if required. At all other times, members should take great care that their words and/or actions cannot be interpreted as such.
