

ALTON TOWN COUNCIL STAFFING COMMITTEE

MEMBERSHIP: The Staffing Committee shall consist of not less than three councillors, including the Town Mayor if they wish to be a member of the Committee.

QUORUM: The quorum shall be two councillors.

MEETINGS: The Staffing Committee shall meet at least once every six months and otherwise as required. The Town Clerk shall be invited to attend every meeting.

STATUS: Subject to the Terms of Reference below, the Staffing Committee is formally constituted as a committee of the Full Council, with delegated powers all staffing matters in accordance with the Terms of Reference.

TERMS OF REFERENCE

1. To draft and keep under review such policies as are delegated to them by the Full Council, including the council's Disciplinary Policy, Grievance Policy, Member Officer Protocol and Anti-Corruption and Bribery Policy for staff, and to submit any amended or proposed policies to Full Council for approval.
2. To review Job Descriptions and staffing structure at least annually, making recommendations to the Full Council for approval in case of significant changes.
3. To manage Town Clerk recruitment, making recommendations to the Full Council for approval.
4. To oversee the recruitment, induction, training and probation of all new staff in accordance with applicable council policies and legal requirements.
5. To draft and review, with appropriate consultation, criteria for redundancy, making recommendations to the Full Council for approval.
6. To oversee staff performance, staff training and staff development needs in the context of the council's annual appraisal process.
7. To review staff salaries and other personnel costs, making budget recommendations to the Full Council for approval.
8. To manage the Town Clerk, including any disciplinary action involving the Town Clerk and hearing any grievances from the Town Clerk.
9. To implement the council's Grievance Policy, Disciplinary Policy and Anti-Corruption and Bribery Policy and, as applicable to the Staffing Committee, the Council's Member/Officer Protocol.
10. To review these Terms of Reference every other year.

Reviewed: May 2026

Approved: 6 May 2026

Next review: May 2028