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Review Date: Annual Meeting May 2027



Cyngor Tref Aberystwyth Town Council

STAFFING COMMITTEE

Terms of Reference

1. Procedures

- a. The Staffing Committee reports to Full Council.
- b. The Mayor and Deputy Mayor are automatically *ex-officio* members of the Staffing Committee and have voting rights
- c. The membership of the Staffing Committee shall, at all times, be nine (9) councillors. This shall comprise seven (7) members elected at the Annual Meeting or appointed as in 1ci, the Mayor, and the Deputy Mayor.
 - i. Councillors who are co-opted in-between Annual Meetings may be appointed to the Staffing Committee by full Council. This shall only occur in the event of a vacancy, or resignation from the Staffing Committee.
- d. The Staffing Committee shall meet at a minimum quarterly, and when the committee is required to conduct business as listed in sections 5 and 6.
 - i. The Staffing Committee shall have an Annual Meeting in order to dispose of duties as laid out in section 5 and 6 in January every year.
- e. The quorum of the Staffing Committee is 5 members.
- f. The Chair of Staffing Committee will manage the meetings of Staffing Committee in accordance with Section 2, and shall dispose of duties as required in Section 5 and 6.
- g. The Staffing Committee is a closed Committee. No members of the public or councillors may attend unless performing a duty outlined in these Terms of References. Minutes shall merely note "Resolved" or "Recommended" to full Council.
 - i. Business transacted in Staffing Committee is Confidential Information and must be treated as such by all members and councillors.

2. Chairing

- a. The first item on the Staffing Committee agenda immediately following the Annual Meeting of Council shall be to elect a chair and vice-chair.
- b. In general, meetings are managed by the Chair of the Staffing Committee.
- c. If the Chair is unable to attend, the Vice-Chair becomes the Chair for that specific meeting.

- d. If the Chair and Vice-Chair are unable to attend a meeting, the members can elect another member to be the Chair for that specific meeting.
- e. It is expected that the Chair will have read the Staffing Committee papers thoroughly before the meeting and be able to present them in an unbiased way to other councillors.
- f. A vote of no confidence can be put in the Chair or Vice-Chair. More than half of the Staffing Committee members would need to vote in favour for the motion to succeed. If the motion does succeed, it is necessary for the Chair or Vice-Chair to resign as Chair/Vice-Chair immediately, and delegate their duties as in 2ci.
- g. ONLY through a formal motion on the agenda can 2f be done. No confidence cannot be put as an emergency or raised during the course of the meeting.

3. Agenda

- a. The agenda for the Staffing Committee will be advertised to members, councillors, and the public in accordance with 3ai and 3aii in the Standing Orders.
- b. The agenda will include the following: Present, Apologies, Declarations of Interest, Correspondence, and any other motion or matter which may come to the office or Chair for consideration by the Staffing Committee.
- c. Agendas shall be discussed by the Chair of Staffing Committee and the Proper Officer prior to the advertisement of meeting.

4. Meetings

- a. Members of the public and councillors not members of the committee may only attend meetings with the permission of the Committee.
- b. The Proper Officer, the Clerk, and the RFO shall be able to attend all meetings in order to carry out their duties. They may be asked to leave for specific agenda items.

5. Scope of Responsibilities

- a. The responsibilities of the Staffing Committee shall be as follows:
 - i. To review staffing structures and levels and make recommendations to the Council.
 - ii. To review staff salaries and terms and conditions at the Annual Meeting of the Committee
 - iii. To annually review and appraise the performance of employees and to recommend adjustment of salary levels at the Annual Meeting of the Committee.
 - iv. To review all Council policies and procedures that apply to staff employment alongside the Chair of Standing Orders and Policy committee.
 - v. The Chair of Staffing shall provide the line manager function for the Clerk, including responsibility for day to day matters, such as authorisation of Clerk holiday, sick leave, and absence from work.

1. Appointment of any other councillor to this role may be made by Full Council on the recommendation of Staffing Panel.
- vi. To recommend the appointment of staff once the procedure outlined in 6a ii has been followed.

6. Delegated Powers

- a. The following matters shall be considered delegated to the Staffing Committee by the Council.
 - i. To annually review and agree contracts of employment, job descriptions, and person specifications for staff.
 - ii. To appoint from its membership a recruitment panel when necessary and recommend appointments to full Council. Recruitment panels will include at least three members in the case of appointment to the Clerk or RFO posts; and at least two members plus the Clerk for all other posts.
 - iii. To appoint from its membership three members to act as a disciplinary panel as set out in the Council's Disciplinary Procedure.
 - iv. To appoint from its membership three members to hear and investigate any formal grievance made by a member of staff, in accordance with the Council's Grievance Procedure.
 - v. To appoint from its membership three members to act as a panel to hear and investigate any disciplinary action or the outcome of any grievance investigation. The members of the Appeal Panel shall not be members of the original panel.
 - vi. To ensure adequate health and safety at work for all Council employees.
 - vii. To ensure the Council complies with all legislative requirements relating to the employment of staff.

7. The Proper Officer

- a. The Proper Officer shall be responsible for the minutes of the Staffing Committee.

8. Special Circumstances

- a. If the Chair is unable to dispose of a duty as laid out in Sections 5 and 6, written notice must be given to the Vice-Chair of Staffing, the Mayor, the Clerk, and the Proper Officer. The Chair shall delegate their duties to the Vice-Chair of Staffing for the period specified.
 - i. If the Vice-Chair of Staffing is not available, they shall delegate the responsibility to another member of the Staffing Committee following the prior procedure.