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Reviewed & Amended by Staffing Committee 1st October 2026
Adopted by Council 26th October 2026

STAFFING COMMITTEE
TERMS OF REFERENCE

1.0 Introduction

The following general terms of reference apply to all Committees:

1.1 That all delegated powers be exercised in accordance with any policy adopted, or directions given, by the Town Council.

1.2 That powers be subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations.

1.3 That any unresolved differences between Committees, Sub-Committees and Advisory Committees shall be referred to Full Council for determination.

1.4 Day to day management of Council matters rest with the Town Clerk as proper officer of the Council and the Responsible Financial Officer.

1.5 That all urgent and emergency matters will be dealt with as they arise by the Town Clerk in consultation with the Chair and Vice Chair of the relevant Committee and reported to the next appropriate Committee or Full Council meeting whichever comes first.

1.6 Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which may have a beneficial or detrimental effect on Ludlow.

2.0 Procedures

2.1 The Committee shall operate within Ludlow Town Council's Standing Orders and Local Government Law.

2.2 At the Annual Meeting of Ludlow Town Council, the Council shall elect a Chair for the Staffing Committee for the forthcoming year from its membership. A Vice Chair shall be elected at the first meeting of the Committee. The Chair and Vice Chair may be re-elected.

2.3 The Committee will submit all its Minutes to the next appropriate meeting of Ludlow Town Council.

2.4 The Staffing Committee shall meet as they decide but not less than twice yearly. Meetings shall normally be held in private, but the Committee may choose from time to time to invite relevant individuals to attend for specific reasons.

2.5 The Staffing Committee shall be supported administratively by the Town Clerk and an administrative officer, unless the matter relates to the Clerk, in which case an alternative arrangement shall be made.

3.0 Objectives and Purpose

3.1 To provide proactive strategic direction and oversight of all matters relating to Council employees.

3.2 To protect the Council's statutory duties, legal liabilities and reputation as an employer.

3.3 To ensure that councillors exercise effective governance, authority and control over staffing resources and expenditures.

4.0 Membership

4.1 Membership is open to all Councillors.

4.2 The Quorum for meetings will be three members.

4.3 Both the Mayor and Deputy Mayor must be members of Staffing Committee but neither may become Chair or Vice-Chair of the Staffing Committee.

4.4 Members involved in a grievance or disciplinary matter must not participate in related decisions or appeals.

5.0 Delegated Committee Functions and Powers

The Committee has delegated authority from Full Council to make decisions on the following matters:

5.1 Recruitment and Selection: To facilitate and oversee the recruitment, induction and probation process for all Council staff except the Town Clerk (which is subject to Full Council ratification).

5.2 Performance Management: To review and implement policy, to monitor and review performance management, including target setting and staff training programmes.

5.3 Management and Support of the Town Clerk: To undertake appraisals of the

Town Clerk, for which purpose a panel will be formed of up to three members of the Committee including the Chair and the Mayor. The Chair of the Staffing Committee and one other member of the Committee, together with the Mayor, shall oversee the work of and support the Town Clerk in dealing with the stresses of the role.

5.4 Grievance and Disciplinary: To act as the deciding body for staff grievances and disciplinary matters in accordance with the Council's adopted policies and ACAS Codes of Practice.

5.5 Salaries and Remuneration: To determine annual pay increments (within the approved budget) and apply National Joint Council (NJC/NALC) pay scales.

5.6 Staff Welfare and Absence: To monitor wellbeing, sickness absence, working conditions and work-life balance, taking appropriate action to mitigate risks.

5.7 To consider staff retirement issues.

6.0 Other Duties

6.1 To review staff structure periodically.

6.2 To keep up to date with employment-related law and check that the Council is compliant.

6.3 To facilitate HR training for Committee members.

6.4 The Committee may seek advice from external HR or legal advisers in line with NALC and ACAS guidance.