**Objective** The objective of the Staffing Group is to make recommendations to the Council to deal with employment, staffing and human resource related matters.

The Terms of Reference may be reviewed at any time by the Council to ensure they remain appropriate for the requirements of Longridge Town Council.

1. The Group will be appointed annually each May.

2. The Group will elect a Chairman at its first meeting.

3. The Group will elect a Chairman at its first meeting.

4. The Group will consist of four members.

5. The Quorum for a meeting will be a minimum of two Council members or which, at least one must be the Chairman or Vice Chairman of the Staffing Committee.

6. The Group will meet as and when required with a minimum of 3 days clear notice, unless the Chair calls for an extraordinary meeting in which case, there will be no minimum notice required as long as the meeting is deemed quorate.

7. A Group member will take the minutes of the meeting and provide members of a draft copy for review ahead of its next meeting.

8. All correspondence should be conducted through the Clerk unless it refers to the Clerk in which case it should be conducted through the Chairman of the Group.

**Rights and Powers**

9. The group will have power to spend limited to amounts for individual budget headings approved by the Full Council

10. The Group will have the power to make decisions regarding all staffing issues, with the exception of financial matters, such as salary.

**Responsibilities**

11. To devise and renegotiate the Clerk’s contract as needed to reflect the Council’s changing requirements and situation

12. To agree to the Clerk’s job description to reflect the Council’s changing requirements and situation.

13. To supervise and performance manage the Clerk’s work; to administer his/her leave requests; record and monitor his/her absences; handle grievance and disciplinary matters; administer appraisals and reviews

14. To set an expenses policy for the Clerk in accordance with Government guidelines – expenses and benefits.

**Training**

15. To promote the continuous professional development and training of the staff in consultation with him/her by way of coaching, mentoring and specified training courses.

**Other**

16. These terms of reference are to be reviewed annually.