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# For Information

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## Staffing Committee Terms of Reference

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Adopted: 23 July 2025  
Chair: Cllr. R. Walker  
Minute Ref.: 250729/6

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The policy is administered by the Town Clerk and will be reviewed annually.

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### Mission Statement

Endeavour through foresight and leadership, to enhance quality of life for residents and visitors. Working to enrich and nurture opportunity to protect and improve the built and natural environment and improve community pride.

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## OBJECTIVES OF THE COMMITTEE

The Staffing Committee is established by Longridge Town Council to oversee all matters relating to the council's employees, ensuring effective management of human resources in compliance with employment law, council policies, and best practices. The committee aims to support a fair, transparent, and productive working environment for all staff while aligning with the council's strategic objectives.

### 1. MEMBERSHIP

**Composition:** The Staffing Committee shall consist of four (4) elected members of Longridge Town Council, appointed annually at the Annual Meeting of the Council, plus the Town Clerk. For 2025/26 the elected members are Cllrs. Jackson, Rainford, Spencer and Walker.

**Chair:** The Committee shall elect a Chair at its first meeting following the Annual Meeting. The Chair will serve for one year and may be re-elected.

**Quorum:** The quorum for meetings shall be three (3) members.

**Ex-Officio Members:** The Mayor and Deputy Mayor may attend as ex-officio members but shall not have voting rights unless formally appointed to the committee.

**Co-option:** The committee may co-opt non-council members with relevant expertise (e.g., HR professionals) in an advisory, non-voting capacity, subject to council approval.

### 2. RESPONSIBILITIES

The Staffing Committee is responsible for:

**Recruitment and Selection:** Overseeing the recruitment process for all council staff, including job descriptions, advertisements, interviews, and appointment recommendations to the full council.

**Employment Policies:** Developing, reviewing, and recommending updates to employment-related policies (e.g., grievance, disciplinary, absence, equality, and health and safety) for council approval.

**Performance Management:** Monitoring staff performance, including appraisals, training needs, and professional development, ensuring alignment with council objectives.

**Terms and Conditions:** Reviewing and recommending changes to staff contracts, pay scales, and conditions of service, in line with national guidelines (e.g., National Joint Council for Local Government Services).

**Staff Welfare:** Promoting staff well-being, including addressing workplace concerns, health and safety issues, and work-life balance initiatives.

**Disciplinary and Grievance Procedures:** Handling disciplinary, grievance, and capability matters in accordance with council policies and legal requirements, ensuring confidentiality and impartiality.

**Confidential Matters:** Managing sensitive staffing issues, including disputes, redundancies, or dismissals, and making recommendations to the full council where necessary.

**Compliance:** Ensuring all staffing practices comply with UK employment law, including equality, diversity, and inclusion obligations.

**Budget:** Preparing and recommending the staffing budget to the Finance Committee, including salary costs, training, and recruitment expenses.

**Reporting:** Providing regular updates to the full council on staffing matters, maintaining confidentiality where appropriate.

### 3. POWERS

The committee has delegated authority to make decisions on day-to-day staffing matters, including recruitment, training, and minor policy updates, subject to budgetary limits set by the council.

Major decisions, such as staff appointments, dismissals, significant policy changes, or salary adjustments, shall be recommended to the full council for approval.

The committee may engage external HR or legal advisors, subject to council approval and budget availability.

### 4. MEETINGS

**Frequency:** The committee shall meet at least quarterly, with additional meetings as required to address urgent matters.

**Notice:** Meetings shall be convened with at least three (3) clear working days' notice, except in emergencies.

**Agenda and Minutes:** Agendas and supporting documents shall be circulated to committee members at least three (3) days in advance. Minutes shall be recorded and presented to the next full council meeting, with confidential items redacted as necessary.

**Confidentiality:** Meetings may be held in closed session when discussing sensitive staffing matters, in accordance with the Public Bodies (Admission to Meetings) Act 1960.

## **5. REPORTING AND ACCOUNTABILITY**

The committee shall report to the full council at least annually, summarising its activities, decisions, and recommendations.

The committee is accountable to the full council and must operate within the council's Standing Orders, Financial Regulations, and legal framework.

If the Town Clerk is not present at a meeting, the Chair shall ensure that all committee decisions are recorded and communicated appropriately to the Town Clerk for implementation.

## **6. REVIEW OF TERMS OF REFERENCE**

These Terms of Reference shall be reviewed annually at the Annual Meeting of Longridge Town Council or as required by changes in legislation or council priorities.

Amendments to the Terms of Reference must be approved by the full council.

## **7. DISSOLUTION**

The Staffing Committee may be dissolved by resolution of the full council if it is deemed no longer necessary, with its responsibilities reverting to the full council or another committee.