



Staffing Committee Constitution

This document is intended to supplement the Standing Orders of the Council. In the event of conflict between this document and the Standing Orders, the Standing Orders will prevail.

1. Status, membership and quorum for meetings

- 1.1 The Staffing Committee is a committee established by Ringwood Town Council to which it shall report all its proceedings and by which it may be dissolved at any time.
- 1.2 The Staffing Committee is a standing committee.
- 1.3 Membership of the Staffing Committee shall comprise:
 - 1.3.1 The Town Mayor and the Deputy Mayor for the time being *ex officio*; and
 - 1.3.2 Such other members of the Council as the Council shall from time to time appoint.
- 1.4 Members of the Staffing Committee shall hold office until the annual meeting of the Council next after the date of their appointment unless otherwise determined by the Council.
- 1.5 The quorum for meetings of the Staffing Committee shall be three or one-third of the total membership of the committee at the start of the meeting rounded up to the nearest whole number (whichever is the greater).

2. Terms of reference

- 2.1 The primary purpose of the Staffing Committee is to exercise on behalf of the Council all its powers, duties and functions with regard to the matters listed in paragraph 2.2 below. In exercising this function, the Committee shall:
 - 2.1.1 be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
 - 2.1.2 supervise the work of relevant officers and hold them to account.
- 2.2 The matters within the Committee's remit are the following: -
 - 2.2.1 The engagement of new employees (whether by recruitment, by transfer from another employer, or by any other means).

- 2.2.2 The handling of grievances raised by members of staff at all stages (other than those grievances or stages of grievances being handled by the Clerk in accordance with the Council's Scheme of Delegation).
 - 2.2.3 The handling of procedures relating to the management of staff absence, capability, performance or discipline at all stages (other than those procedures or stages of matters being handled by the Clerk or other manager in accordance with the Council's Scheme of Delegation).
 - 2.2.4 Oversight and review of the Council's Staff Handbook and all Council policies relating to human resources management (including any policy relating to pay and/or contributions to pension provision).
 - 2.2.5 The handling of any claims against the Council by any current or former employee or by any applicant for employment with the council.
 - 2.2.6 The annual review of the Town Clerk's performance (in such manner as it sees fit) and the making of recommendations to the Policy & Finance Committee with regard to the Town Clerk's pay.
- 2.3 The handling of complaints against councillors (especially allegations of breach of the Council's Code of Conduct) shall NOT lie within the Committee's remit.

3 Delegated powers

- 3.1 The following powers are delegated to the Staffing Committee to enable it to discharge its functions:
- 3.1.1 To approve the engagement of new employees of the Council and settle the terms of such engagement (including advertising arrangements, recruitment processes and the settling of job descriptions, person specifications and contractual terms).
 - 3.1.2 To approve the variation of the terms on which any Council employee is employed (including changes to job titles, job descriptions and relevant grades and pay scales).
 - 3.1.3 To approve the terms of settlement of any grievance, disciplinary or other process relating to an employment relationship involving the Council.
 - 3.1.4 To dismiss any employee of the Council.
 - 3.1.5 To authorise the commitment or expenditure of Council funds where required for the proper performance of any duty or function falling within its Terms of Reference as set out above.
 - 3.1.6 To authorise (prospectively or retrospectively) actions by or issue directions to act to the Town Clerk and/or the Deputy Town Clerk where required for the proper performance of any duty or function falling within its Terms of Reference as set out above.

- 3.1.7 To seek external legal or other advice or support on any matter falling within its Terms of Reference as set out above
- 3.1.8 To appoint a panel comprising at least three of its members to perform any function within its Terms of Reference as set out above and exercise any power delegated to it.

4 Rules about meetings

- 4.1 The provisions of Standing Order 3 which apply to committees shall apply to the Staffing Committee subject to paragraph 4.2 below.
- 4.2 The agenda for each meeting of the Staffing Committee shall not include provision for public participation but such participation shall nevertheless be permitted if required, in accordance with the provisions of Standing Order 3 and, subject thereto, the discretion of the committee chairman.

The Town Clerk and the Deputy Town Clerk shall attend every meeting and the Town Clerk shall act as clerk to the Staffing Committee. If either is unable to attend they may arrange for another appropriate officer to deputize for them, having regard to the confidential nature of the business to be considered.

Adopted by: Ringwood Town Council on 22nd May 2026 (minute ref. no. F/6546)