



NEW ALRESFORD TOWN COUNCIL

Alresford Recreation Centre, The Avenue, Alresford, Hampshire, SO24 9EP
Tel: 01962 732079 Website: www.newalresford-tc.gov.uk

Staffing Committee Terms of Reference

1. Organisation

The Committee is a Standing Committee, with members appointed and the Chair elected by New Alresford Town Council at its Annual Meeting. The Committee's Terms of Reference will be agreed at the Annual Meeting of the Council.

The Committee will conduct its business in accordance with NATC Standing Orders and all Relevant legislation. No business may be transacted at a meeting unless at least one-third of the whole number of members of the Committee are present and in no case shall the quorum of a meeting be less than three.

Minutes of each meeting must be approved at the following Committee meeting. Any items the Committee refers to the Town Council for information or decision shall be submitted via the Town Clerk for inclusion on the agenda of the next Council meeting.

2. Responsibilities

The Staffing Committee will:

- Monitor and review as appropriate the annual staff appraisal process and its outcomes.
- Oversee the staff salary structure in accordance with employment terms and conditions.
- To ensure the appropriate training needs are met for all staff members.
- Receive reports and recommendations from the Town Clerk with respect to the day-to-day management of Town Council, Act with delegated authority to manage staff.
- Conduct the annual and interim appraisal of the Town Clerk.
- Oversee staff recruitment.
- Consider matters relating to the staff disciplinary and grievance policies.

Version	Owner	Date Approved	Minute ref
V1	Town Council	13 th May 2025	25/009
V2	Town Council	14 th October 2025	25/079b