

# **FARINGDON TOWN COUNCIL**

The Pump House, 5 Market Place FARINGDON, Oxfordshire, SN7 7HL

Telephone 01367 240281

office@faringdowntowncouncil.gov.uk

[www.faringdowntowncouncil.gov.uk](http://www.faringdowntowncouncil.gov.uk)

Clerk: Katherine Doughty



## **Staffing Sub Committee Terms of Reference**

**Membership:** Chair and Vice Chair of the Finance and Audit Committee plus 2 additional Finance and Audit Committee members.

**Meeting frequency:** When required.

**Quorum:** A minimum of three.

**Authority:** The sub committee has **delegated authority** as follows:-

1. Hearings for grievance, disciplinary and capability matters for the Town Clerk and senior managers only in accordance with the Councils Grievance and Disciplinary Procedure.
2. Dealing with any grievance, disciplinary and capability matters for the Town Clerk and senior managers only to a conclusion, only reporting to Council when the time for any appeal has passed.
3. Appraisal of the Town Clerk.
4. Policy on the following matters is reserved to the Finance and Audit Committee for decision but the sub committee may also make policy recommendations relating to:
  - a) Salaries and Pensions;
  - b) Conditions of service;
  - c) Staff levels;
  - d) Consideration of staffing reviews.
5. The committee will report to the Finance and Audit Committee.