**MANAGEMENT & STAFFING COMMITTEE**
**Terms of Reference**
**Adopted at Full Council Date: 11th June 2026**

## 1. Introduction

1.1. Under the Local Government Act (s101) and the Council's Scheme of Delegation, Skipton Town Council delegates its functions relating to all Staffing issues, to this Committee.

1.2. The aim of this Committee is to develop strategy and policy in all matters relating to human resources and to take employment related decisions on behalf of the Council where directed.

1.3. The Committee shall provide effective and professional staff management in all matters relating to the employees of the Council and to help ensure that the Council is exercising an adequate duty of care for all of its employees.

1.4. The Management & Staffing Committee has delegated powers to act on behalf of the Full Council in relation to the defined terms of reference. Any recommendations outside the Management & Staffing Committee's terms of reference shall be made to the Full Council.

1.5. The Management & Staffing Committee shall be administered and managed in accordance with these Terms of Reference and the Council's Standing Orders.

## 2. Membership

2.1. The Management & Staffing Committee shall consist of Eight Town Councillors to be elected at the Annual Meeting of the Town Council.

2.2. When making appointments to the Management &Staffing Committee consideration shall be given as to a Member's previous experience or skills in relation to the scope of this Committee.

2.3. Four members of the Committee shall constitute a quorum.

2.4. The Chairman and the Vice-Chairman are to be elected annually at the Annual Meeting of the Town Council and shall hold office until the next Annual Council Meeting.

2.5. In the event of the resignation, death or disqualification of a Councillor during the year any vacancy on the Management & Staffing Committee will be filled at the next meeting of the Full Council.

2.6. Substitutions are not permitted in the event of a Member's absence from a meeting of the Management & Staffing Committee.

## 3. Scope

3.1. The Management & Staffing Committee to have full delegated powers to consider and take decisions on the Council's staffing levels and requirements.

3.2. The Management & Staffing Committee to have full delegated powers for the recruitment and selection of all staff, with the exception of the post of Chief Officer/RFO (see below). The Committee will follow the provisions of the council's recruitment policy.

3.3. Applicants will be short-listed by the Management & Staffing Committee and Chief Officer. Successful short-listed applicants to be interviewed by the Chair of the Committee and the Chief Officer, who will submit a recommendation to the Management & Staffing Committee to ratify the appointment of a new member of Staff.

3.4. The Management & Staffing Committee will have delegated powers to recruit and short list applicants for the post of Chief Officer/RFO. The successful short-listed applicants to be interviewed by a panel of three members of the Management & Staffing Committee. A recommendation from the Management & Staffing Committee will be submitted to full council to ratify the appointment of a new Chief Officer/RFO.

3.5. The Management & Staffing Committee to have delegated powers to review job descriptions, person specifications, staff establishment (including promotion and re-grading) and to approve contracts of employment.

3.6. The Management & Staffing Committee to have delegated powers to consider and implement pay awards, increments and payroll management.

3.7. The Management & Staffing Committee to have delegated powers to consider and implement any changes, which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC "Green Book") and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).

3.8. The Management & Staffing Committee to have delegated powers to administer the first stages of the Council's Disciplinary and Grievance Procedures.

3.9. The Management & Staffing Committee will appoint one of its members, usually the Chair of the Committee, to act as Line Manager to the Chief Officer/Responsible Financial Officer and to direct the line manager in his/her role and responsibilities.

3.10. The Management & Staffing Committee to have delegated powers to ensure that staff appraisals are carried out by the Chief Officer. The Chief Officers' appraisal will be carried out by two members of the Staffing Committee, to include the Chair.

3.11. The Management & Staffing Committee to have delegated powers to review staff pension arrangements.

3.12. The Management & Staffing Committee reserves the right to refer any decision back to Full Council for consideration as and when necessary.

The Committee is authorised to establish sub-committees and working groups, and to appoint advisers as and when necessary to assist in its work. Clear guidelines to be agreed, and timescales for objectives to be set and membership to be agreed by this committee or a Full Council Meeting.

**Sustainability Goals**

To ensure that the Sustainability goals adopted by Skipton Town Council are actively promoted and adhered to through this Committee.

- Promote sustained, inclusive, and sustainable economic growth, full and productive employment, and decent work for all.
- Ensure sustainable consumption and production patterns.
- Take urgent action to combat climate change and its impacts.
- Protect, restore, and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss.

Signed Chairman Signed Clerk

Date