

Staffing and Assets Committee – Terms of Reference

1. Purpose

The Staffing and Assets Committee is established by the Council to oversee all matters relating to staffing and the management, maintenance, and development of council-owned assets. The committee acts within delegated authority and reports directly to Full Council.

2. Membership

- The committee shall consist of **five councillors**, appointed by Full Council.
- A **Chair and Vice-Chair** will be elected at the first meeting following the Annual Council Meeting or at the committee's first sitting.
- The **quorum** of the committee shall be **three members**.
- Non-councillor members may attend by invitation but may not vote. The Clerk will attend meetings in an advisory capacity.

3. Frequency of Meetings

- Meetings will be held on an **ad hoc basis**, as business requires.
- Additional meetings may be called by the Chair or by request of at least two committee members

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4. Responsibilities and Delegated Authority

Staffing:

- Oversight of recruitment, employment terms, and staffing structure.
- Review and recommend staff salaries, contracts, and employment policies.
- Manage staff appraisals, performance reviews, and training plans.
- Deal with grievance, disciplinary, and capability issues (subject to council policies).
- Ensure all staffing decisions are compliant with employment legislation.

Assets:

- Management, maintenance, and security of all council-owned assets, buildings, and equipment.
- Oversight of leases, licenses, and asset-related agreements.
- Recommend improvements, refurbishments, or disposal of council property.
- Monitor asset-related health and safety compliance.
- Ensure council assets are effectively and efficiently used in line with community needs.

Finance (related to Staffing and Assets):

- Review and recommend budget provisions for staffing and assets.
- Monitor and report on expenditure within the committee's remit.
- Ensure best value is achieved in procurement and maintenance contracts.

5. Reporting and Accountability

- The committee will report to **Full Council**, with minutes of all meetings submitted for information.
- Any recommendations requiring approval or expenditure outside agreed budgets must be referred to Full Council.

- The committee has delegated authority to act within its remit but **cannot approve expenditure beyond budget limits without council consent.**

6. Review

These Terms of Reference will be reviewed annually at the Annual Council Meeting or sooner if required by Full Council.