



## **Bridlington Town Council**

### **Terms of Reference Staffing Executive Committee**

1. By virtue of s101 & s102 Local Government Act 1972, Bridlington Town Council has resolved to delegate some of its functions to the Staffing Executive Committee.
2. The Staffing Executive Committee shall be appointed at the first meeting of the staffing committee for one year.
3. The Committee shall consist of **three** Councillors and will be formed of three members of the Staffing Committee will full delegated powers. The Chairman of the Staffing Committee will automatically be a member of this committee.
4. The Quorum of the Committee shall be **three**.
5. The Committee shall elect a Chairman and Vice-Chairman throughout the term of the Committee.
6. Attendance is strictly restricted to only those elected to the Staffing Executive Committee.
7. All Standing Orders adopted by Full Council shall apply to the Staffing Executive Committee.
8. Notices/agendas of meetings of the Staffing Executive Committee shall be sent to Staffing Executive Committee Councillors, with a copy being placed on the Notice Board and on the website.
9. Minutes of the meetings of the Staffing Executive Committee shall be kept with copies being placed on the Council's website following receipt at Council.
10. No meeting shall commence until the Staffing Executive Committee has decided if the press and public should be excluded.
11. The Staffing Executive Committee shall be delegated the following powers:
  - a. The Staffing Executive Committee shall undertake such ad hoc tasks as may, from time to time, be given to it by the Staffing Committee which will, when allocating such tasks, specify in each instance the authorities to resolve issues or make recommendations on them.