



Bridlington Town Council Terms of Reference Staffing 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 Committee.
2. The Staffing Committee shall be appointed for one year and be elected at the first Annual Meeting in May.
3. The Committee shall consist of **five** Councillors appointed annually at the Annual Meeting in May.
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 Committee.
7. All Standing Orders adopted by Full Council shall apply to the Staffing Committee.
8. Notices/agendas of the meetings of the Staffing Committee shall be sent to Staffing Committee Councillors, with a copy being placed on the Notice Board and on the website.
9. Minutes of the meetings of the Staffing 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 Committee has decided if the press and public should be excluded.
11. The Staffing Committee shall be delegated the following powers:
 - a. Consider and resolve the recruitment and selection of staff.
 - b. Consider and formulate terms and conditions of employment.
 - c. Consider and resolve any disciplinary matters not within the responsibility of the Clerk.