

PORTLAND TOWN COUNCIL

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Terms of Reference for the Portland Town Council Staffing and Training Committee

As approved at the meeting of Portland Town Council held on 21-05-25

Name of Committee: Staffing and Training Committee

Purpose

To review, report on, and as appropriate, make decisions, recommendations to the Council on issues concerning staffing, such as employment, recruitment, remuneration and training.

Background

Whilst Councillors collectively are responsible for all staffing matters, the Council has constituted a Committee to focus on issues relating to staffing and training.

Summary of Responsibilities

The Staffing and Training Committee shall have delegated authority to:-

- Consider all matters relating to staffing and training matters, and report as necessary to Council. This includes oversight of all staffing issues, including terms of employment.
- Determine all matters relating to staffing and training within the delegated authority to spend limit of the committee detailed at regulation 4 – Financial Regulations.
- Review the salary budgets at least annually in November for the following financial year in accordance with the Council's Financial Regulations; and recommend the total salary budget to the Finance & Governance Committee and Full Council.
- To consider and determine the Council's staffing structures and considerations of staffing reviews.
- Determine Salaries & Conditions of service.
- Draw up and implement a Training and Development programme for Councillors and staff.
- For the Chair of the Committee to act as nominal line-manager of the Clerk and/or Proper Officer, including completing an annual appraisal.
- To conduct the recruitment, determination, and appointment to staff vacancies apart from the appointment of the Town Clerk and Responsible Financial Officer positions which is to be made by resolution of the Council.
- Regularly and strategically review all of the above to ensure Council practices reflect the changing external environment, and the Council's needs.
- To have due consideration of Climate and Ecological impacts including the Town Council's adopted Bio-Diversity Strategy associated with decisions made by the Committee.

Staffing Structure

The current structure of the Council's staff is set out at Appendix A.

Status

The Staffing and Training Committee is a fully constituted Committee. It has elected membership, with one vote per member.

All Councillors are welcome to attend any meetings of the Committee and may speak at the invitation of the Chair but shall not vote.

Membership

The Committee will comprise 6 Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise. Membership shall always include the Chair of the Council, who will act as the nominal line-manager for the Clerk, unless other arrangements are agreed by full Council. Similarly, unless there is a vote to the contrary, the Chair of the Council will automatically be appointed Chair of the Staffing and Training Committee, and the Chair of the Finance Committee will be appointed as the Vice . Notwithstanding the delegated arrangement for line-management, the Council collectively remain the line-manager of the Clerk and/or Proper Officer, and the Employer for all staff.

Should any Committee Member resign, the Chair will consult with the other members and, if it is deemed necessary, seek another Councillor to fill the vacancy, which shall be decided by election at the subsequent Council meeting.

Operation of the Committee

- The Committee has power to operate only as set out in these Terms of Reference.
- Matters considered by the Committee, where delegated authority does not exist shall be referred, by way of recommendation, to the subsequent Full Council meeting. They shall be enacted only once approved by a formal Council resolution.
- Meetings of the Committee will be held every two months, or as and when designated by the Chair, and subject to availability.
- Unless a motion is passed to the contrary, the Chair of the Council will be appointed Chair of the Committee at its first meeting following the Annual Meeting of the Council. The Chair of the Finance and Governance Committee will be appointed as the Vice .
- If the Chair is not able to attend a meeting, the Vice , where applicable, shall manage the meeting's proceedings. If the Vice is not present, another Member will be approved, by majority vote, to conduct proceedings for the duration of the meeting in question.
- The Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present at any meeting.
- In the case of a tied vote, the Chair will cast the deciding vote.
- The Clerk, or any other nominated Officer, will prepare and circulate to Councillors an agenda by email for each meeting, at least 3 clear days prior to meeting, and will publish the agenda on the Council's website and noticeboard.
- Minutes of each meeting will be produced by the Clerk, or any other nominated Officer. They will be circulated in draft to the chair of the Committee promptly after each meeting and will be published to the Council's website.
- The Terms of Reference, agendas, and minutes of the Committee's meetings will be made available to Councillors and the public as soon as practicable.
- The Chair of the Committee will briefly report to the Full Council, as to the progress of any material matters under its consideration.
- Members of the public will be granted the opportunity to address the Committee through standing agenda item for public speaking. This shall be line with the Council's Standing Orders. A maximum of 3 minutes speaking per person will be allowed, with public speaking time not exceeding 30 minutes in total.

Working Groups

As a means of enabling effective working practices, the Staffing and Training Committee may elect to periodically set up specific Working Groups with a defined brief relating to the remit of the Committee. Any such groups will act as informally and meet at a frequency of members' choice between formal Committee meetings, to review ideas and initiatives, formulate plans and create reports for consideration by the Committee.

Working Groups will have advisory status only and will rely on the decisions of the Committee, or full Council where appropriate, to inform actions to be taken. Discussions and recommendations from all Working Groups will be summarised for the attention of the Committee as and when it meets.

General

- The Committee has delegated authority from the Council to incur individual expenses relating to the Committee's core responsibilities to a maximum of **£25,000** (per item) to be met from the appropriate approved Council budget, or by further resolution, may be met from General Financial Reserves . No other expenditure may be permitted without express approval from the Council.
- In the event that more than **£25,000** is required for any one item of expenditure, the Committee will seek the express approval of the Council before proceeding.
- Any amendments to these Terms of Reference may only be by formal resolution at a Full Council meeting.