



# Buckingham Town Council

## Terms of Reference

Date Agreed: 13/7/2020

Minute Number:

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Prepared by:

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Version: 2.2

### 1. Name

1.1. The Committee shall be known as the **Staffing (Confidential Matters) Committee**

### 2. Composition

2.1. Membership of the committee is open to any Councillor who wishes to be a member

2.2. Councillors who are not Members of the Committee may not attend the meeting.

2.3. Any councillor attending this committee cannot be involved in any subsequent staffing matter appeals.

2.4. Given the above, membership should not exceed eight members to be reviewed at the beginning of the new financial year.

### 3. Chair

3.1. The Committee shall meet as soon as is practically possible after the Annual Town Council Meeting, for the sole purpose of electing a Chair and Vice-Chair, unless other relevant business also requires to be addressed.

3.2. The Committee shall elect a Chair at the first meeting after the Annual Town Council Meeting. The Chair's period of office is for one year.

3.3. The Committee shall elect a Vice-Chair at the first meeting after the Annual Town Council Meeting. The Vice-Chair's period of office is for one year.

3.4. The Chair, if present, shall Chair the Committee meeting.

### 4. Quorum

4.1. The Committee shall be subject to a quorum of 3 or one third of its membership, whichever is greater.

### 5. Area of Operations

The Committee shall be responsible for the Town Council's functions:

5.1. Advising the Town Clerk on confidential matters relating to the discipline, capability and sickness management of staff employed by the Town Clerk

5.2. Establishing a panel of members to hear formal cases of misconduct or capability as required by relevant council policies

### 6. Powers and Responsibilities

6.1. Four or more Staffing Committee Members are required for deciding (as specified in relevant council policies) on whether a member of staff should be dismissed from post on the basis of conduct or capability.

6.2. Make recommendations, in the light of advising on confidential staff matters, towards the revision of staff management policies

### 7. Conduct of the Meeting

7.1. All meetings of the Staffing (Confidential Matters) Committee shall be convened in accordance with the Town Council's standing orders, current legislation and relevant policies