



STAFFING COMMITTEE

Terms of Reference

Membership

- The election of members of this Committee shall be at the Annual Meeting of the Council, save when there is a vacancy due to a resignation, when that vacancy shall be filled by a decision of the Council
- The membership shall consist of four members of the Council, who will appoint a Chairman of the Committee at its first meeting following the Annual Meeting of the Council.
- Employees of the Council may be asked to attend for the discussion of specific topics but otherwise will not normally be present.

Role

To develop strategy and policy in all matters relating to human resources and to take employment related decisions on behalf of the Council where directed.

Responsibilities

To provide effective and professional staff management in all matters related to the employees of the council and to help ensure that the Council is exercising an adequate duty of care for all of its employees.

Meetings

A meeting of the Staffing Committee will be convened by the Chairman of the Committee as and when necessary. Members will be summoned to attend meetings in the normal manner save that members of the Press or public shall be excluded where the matters to be discussed are staff confidential.

Documentation

Minutes of all meetings will be recorded by the Chairman and circulated at full council meetings for information. Where the Committee is making recommendations to the Council, these will be specified on the agenda of the full Council meeting.

Accountability

The Staffing Committee has delegated powers to act/make decisions on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Staffing Committee's terms of reference shall be made to the full council.

Scope

- The Staffing Committee will have full delegation, ie decision making powers for the recruitment and selection of all staff, with the exception of the post of Parish Clerk/RFO (see below). The Committee will follow the provisions of the Council's adopted recruitment policy.

- The Staffing Committee will develop job descriptions, person specifications and contracts for any new posts required by the Council but will refer these and a recommendation for the salary scale and point for decision to the full Town Council.
- The Staffing Committee will have delegated powers to short list applicants and recruit for all posts with the exception of the post of Town Clerk/RFO.

- For the post of parish/town clerk the Staffing Committee will have delegated powers to short list applicants. The successful short-listed applicants will be interviewed by the Staffing Committee or a selection of members from the Committee (in accordance with the Council's recruitment policy).
- Short listed applicants will then be required to give a presentation to the full council on a topic relevant to current issues.
- Decision to appoint to the post of parish/town clerk will be made by the council.
- The Staffing Committee will have delegated powers to consider and implement any changes which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC "Green Book") and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC)
- The Staffing Committee will have delegated powers to deal with issues of disciplinary and grievance in accordance with the Council's adopted policies.
- The Staffing Committee will appoint one of its members to act as Line Manager to the Clerk/Responsible Financial Officer and to direct the line manager in his/her role and responsibilities. The line manager will report directly to the Staffing Committee should any decisions need to be taken in this regard.
- The Staffing Committee will have delegated powers to carry out annual staff appraisals and to submit proposals in respect of salary increments of staff to the Council (not automatic cost of living increases which are a contractual obligation).
- The Staffing Committee will, in conjunction with the Clerk, oversee the training needs and requirements of all staff and will ensure that members of staff have a personal development plan. The Committee will approve requests within the staff training budget.
- The Staffing Committee will have delegated powers to oversee payroll management.
- The Staffing Committee will have delegated powers to review staff pension arrangements.
- The Staffing Committee will review extant job descriptions, person specifications, promotion and re-grading, contracts of employment and will recommend any changes to the Full Council for decision.
- The Staffing Committee will deal with any necessary redundancy procedures but will make recommendations to the Full Council for decision in this regard.
- The Staffing Committee will have awareness of sources of expert advice on employment matter and will ensure that the Council uses such sources when there is any doubt about good employment practice. The engagement of employment professionals may be undertaken by the Committee within the scope of the Council's budget allocation in that year for this purpose.

- Members of the Committee may undertake training from time to time to support their role; this will be done in conjunction with the Clerk and with regard to the Council's training budget.
- In respect of the Clerk, the Committee will manage attendance at work-, short- and long-term sickness absence, any return to work interviews needed, maternity leave, paternity leave, adoption leave, carer's leave, compassionate leave, flexible leave requirements, one-to-one interviews and induction.

- The Clerk will be responsible for carrying out the above with other employees

Review

The Staffing Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting.