



**KINGSWOOD
TOWN
COUNCIL**

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TERMS OF REFERENCE

STAFFING COMMITTEE DRAFT

Adopted by Full Council on:

Review Date: Annually

Author: Town Clerk

1.0 Purpose

1.1 The purpose of the Staffing Committee is to oversee the organisation, employment, management and terms and conditions of employment of the Council and to make appropriate recommendations to the Council for ratification. It is also to ensure that the council is exercising an adequate duty of care for all its employees.

2.0 Membership

2.1 The Committee shall comprise four councillors. In addition, either the Chair of the Council or the Vice Chair of the Council will attend the meetings in an ex-officio capacity. The Committee quorum is three. The Clerk will attend all staffing committee meetings. The staffing committee will be elected annually at the Annual Council Meeting. The Staffing Committee will elect a Chair and Vice Chair at its first meeting after the Annual Council meeting.

3.0 Meetings

3.1 The Staffing Committee will meet three times a year in the months of February, June, and October, with additional meetings as required, and in particular when considering the staffing budget and when recruiting. Meetings will be convened by the Proper Officer. In addition, a meeting of the Staffing Committee can be convened by the Chairman of the Committee, or the Chair of Full Council, as and when necessary. Minutes of all meetings will be recorded by the Clerk (or committee member in the absence of the Clerk). Minutes of all meetings will be received at full Council meetings for information. Where the Committee makes recommendations to the Council, these will be specified on the agenda of the full Council meeting.

4.0 Confidentiality

4.1 The Staffing Committee meetings are not open to the public. The Committee will be asked to RESOLVE to exclude the press and public "by reason of the

confidential nature of the business” to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960.

5.0 Functions and Delegated Authority

5.1 The Staffing Committee will be responsible, in conjunction with the Clerk, to make decisions on behalf of the full council in relation to the defined terms of reference only. Any recommendation that is outside of these terms of reference shall be made to full council.

5.2 Scope:

- a) To develop, implement and review HR policies and procedures, that includes sickness and absence management, expenses claims and disciplinary and grievance policies.
- b) To develop staffing levels and structures, in line with the ambitions and projects of the council.
- c) To develop job descriptions, person specifications and contracts for any new posts required by the council, and to refer these, with a recommendation and the salary scale and point, for decision to the full council meeting prior to commencing with the recruitment process.
- d) To have full delegated powers for the recruitment, selection, undertake vetting arrangements and appointment, of staff, with the exception of the post of Town Clerk.
- e) To have delegated powers to recruit, short list and apply the appropriate vetting arrangements for applications for the post of Town Clerk. Successful short-listed candidates will be interviewed by the staffing committee or a selection of members from full council, who will give their recommendation to the staffing committee. A recommendation from the staffing committee will be submitted to full council to ratify the appointment of a Town Clerk, accompanied by a report describing the selection and assessment process and the reasons for their recommendation.
- f) To have delegated powers to consider and implement any changes which are required to comply with Employment Law, Health and Safety Law, and Terms and Conditions of Service as laid down by the National Joint Council (NJC Green Book) and recommended by National Association of Local Council (NALC) and Society of Local Council Clerks (SLCC).
- g) To review extant job descriptions, person specifications, promotion and regrading, contracts of employment and recommend any changes to full council for decision.
- h) To have delegated powers to review and challenge annual staff performance review and to submit recommendations in respect of salary increments of staff to the town council for consideration and agreement.
- i) To monitor leave entitlements including annual holiday, sickness, statutory entitlements and special leave
- j) To consider any special conditions relating to a specific post or individual
- k) To manage allowances, expenses and subsistence
- l) To manage working hours and flexible arrangements
- m) To ensure that the appropriate pension arrangements are in place and are adhered to.
- n) To ensure that the appropriate payroll arrangements are in place and are adhered to.
- o) Ensure that the training needs and requirements of all staff are met and ensure that all staff have the appropriate opportunity for development. The Committee will consider training requests from the staff training budget.

- p) To deal with any necessary redundancy procedures, and to make recommendations to full council.
- q) staff performance reviews
- r) Have delegated powers to deal with issues of discipline or grievance in accordance with the council's adopted policies, in conjunction with the clerk.
- s) For the committee to have an awareness of sources of expert advice on employment matters and to ensure 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 that purpose.
- t) Members to undergo relevant training from time to time to support their role: this will be done in conjunction with the Clerk and with regard to the overall council training budget.
- u) The town clerk has delegated authority to manage the day-to-day staff matters, performance reviews, attendance at work, grievance, short and long term sickness absence, return to work interviews, maternity leave, paternity leave, adoption leave, carer's leave, compassionate leave, flexible leave arrangements, and induction.
- v) In respect to the Town Clerk, the Chair will be responsible for carrying out the above.
- w) any other matters delegated to the **Committee** or deemed relevant to these terms of reference.

6.0 Specific Staffing Panels

6.1 Smaller and specifically focussed staffing panels can be set up to deal with confidential personnel matters such as capability, discipline or grievances as provided for in the relevant Council procedures. Membership can be from either the staffing committee, or if there is a conflict, from the full council membership.