

Terms of reference for the Staffing Committee

Adopted by Full Council on 13 August 2014

1. Authority

The Staffing Committee is appointed by and is solely responsible to the Wadebridge Town Council. The Committee duties are defined and agreed by the Main Council. The committee will meet quarterly but can also be convened to deal with special events as they occur.

2. Membership

All members of the Committee will be Councillors. The Committee will consist of five Councillors and the Chairman of the Council will automatically be a member. The Staffing Committee Chair will have a casting vote when required. At its first meeting it will elect a Chairman to preside at its future meetings and will also elect a Vice Chairman if it wishes – to be re-elected each year after the Annual Town Council meeting. A quorum at the Committee meetings will consist of **three members**. The Vice Chairman of the Council will not automatically be member of the committee and will have no full voting rights unless appointed as committee member.

3. Record of Proceedings

Written minutes will be taken to record the Committee's decisions and will be circulated to all Councillors with recommendations for the next Full Council meeting apart from matters where the Committee has delegated powers. The Town Clerk will be responsible for arranging the recording and distribution of the minutes.

4. Responsibilities

Primary Purpose: to ensure the council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety.

The Committee will have the following duties and has full delegated powers in relation to the defined terms of reference only.

The Staffing Committee has the delegated responsibility for:

- a) Recruitment and selection of staff, with the exception of the post of Town Clerk/RFO
- b) Recruitment and short listing applicants for the post of Town Clerk/RFO. The successful short listed applicants to be interviewed by the Staffing Committee. A recommendation from the Staffing Committee will be submitted to Full council to ratify the appointment of Town Clerk/RFO.
- c) Electing a Disciplinary and Grievance hearing Panel from the Staffing Committee made up of mixed gender wherever possible.
- d) The Disciplinary and Grievance Hearing Panel who will to be given delegated power to make a decision on Disciplinary and Grievance matters on behalf of the town council reporting the Panel's decision to the Staffing

Committee. All members serving on the Disciplinary and Grievance Hearing Panel should have undertaken the appropriate training.

Full Council to elect an Appeal Hearing Panel (who are not members of the Staffing Committee). All members serving on the Appeal Hearing Panel should have undertaken the appropriate training. The Appeal Hearing Panel to report its final decision to the Staffing Committee.

- e) Reviewing contracts, staffing policies and procedures annually
- f) Considering and implementing 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) including the Staff Handbook.
- g) Approving requests within the training budget for personal development training and health and safety requirements.
- h) Reviewing job descriptions, person specification, staff establishment (including promotion re-grading, redundancies and fixed term contracts) and to approve all contracts of employment.
- i) Considering and implementing pay awards, and payroll management.
- j) Reviewing staff pension arrangements with the exception of Employer Discretions as laid out in the Employer Discretions Policy.
- k) Managing long term sickness and incidents at work in line with the council's Sickness Absence Policy
- l) Working to determine the staffing levels necessary to efficiently discharge the work required by the council and to review the workloads periodically
- m) Ensuring that all staff have an annual appraisal
- n) Ensuring that the Clerk has everything required for managing other staff
- o) Ensuring that the Council is kept up to date with developments in employment law via specialist HR support
- p) Awareness of sources of expert advice on employment matters and to ensure that the council uses such sources when there is any doubt about good employment practice.
- q) Undertaking training identified from time to time to support their role as Council's staffing committee
- r) Managing any issues referred to the committee by Full Council

The Town Clerk has delegated powers to

- a. Manage attendance, short term sickness absence, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, carer's leave, compassionate leave, flexible leave requirements and staff inductions in line with current agreed council policies.
- b. Carry out annual staff appraisals, supervision interviews, and training requirements. The Mayor to carry out the Town Clerk's staff appraisal and report to the Staffing Committee.
- c. Undertake staffing interviews accompanied by a Staffing Committee Member for any issued issues where it is deemed necessary.