



Looe Town Council **draft** Terms of Reference – Staffing Committee

Objective

To provide effective and professional staff management of all matters related to the employees of the Town Council.

Composition: Chairs of Standing Committees (voting), Mayor and Deputy Mayor (ex officio, voting) and those who fulfil the “people champions” role.

Chairmanship: Chair and Vice Chair to be the Mayor and Deputy Mayor respectively

Accountability and Scope: The Chair of the Staffing Committee is responsible for performing the annual appraisal of the senior officers and is the first point of contact for senior officers on staffing and employment policy issues.

Extra Terms: A member will not be eligible for nomination to the committee – or if already a member must step down – if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by, or relating to, a member of staff during the previous 24 months.

Meetings:

Ordinary Meetings

The committee shall meet at least once a year. The meeting shall be summoned by the Chairman or by such person appointed to the task. The Committee shall set dates for further meetings at its first meeting in the year.

Extraordinary meetings: when necessary may be held on dates between the Ordinary Meetings. Extraordinary meetings shall be called using appropriate arrangements.

Calling Meetings: The Chairman shall be responsible for calling all meetings. The Chairman may make alternative arrangements to undertake this task or to assist him/her in undertaking the work but must ensure that a conflict of interest is not thereby created.

Minutes: The Chairman shall be responsible for ensuring that proper minutes are kept of all Committee meetings and that where necessary appropriate reports are generated and circulated. The Chairman may make alternative arrangements to undertake this task or to assist him/her in undertaking the work but must ensure that a conflict of interest is not thereby created

Quorum: Four members



Terms of Reference & Matters Delegated to the Committee:

1. To ensure efficient performance of council staff, delegating the day to day line management to the Senior Management Team
2. To receive reports from the Senior Management Team in respect of attendance-, short- and long-term sickness, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, compassionate leave, and flexible leave requirements and with delegated the powers to resolve any associated matters
3. To review and implement all employment policies in consultation with members of staff
4. To maintain the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically and report any recommendations for change to the Full Council
5. To approve and oversee the recruitment process of senior staff and, where required, assist the Senior Management Team in the recruitment of new staff. To grant the Interview Board the authority to make offers of employment. On making an offer of employment the Interview Board shall offer no more than the base salary agreed for the job plus 10% without reference to Full Council.
6. To undertake the recruitment of the Town Clerk and other Senior Managers with any associated expenditure and making the appointment
7. To review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies, restructuring and fixed term contracts), and to approve contracts of employment
8. To maintain confidentiality over all staffing matters as required under the General Data Protection Act 2018 and the Code of Conduct
9. To deal with all matters relating to councillor/staff conduct
10. Staff Appraisals
 - a. To ensure that annual appraisals for all staff are carried out, agree and monitor any associated actions and outcomes
 - b. The annual appraisal of the Senior Management will be undertaken by the Chair and Vice Chair of the Council.
 - c. To review the appraisal of all members of staff so that they are able to oversee staff and member development including identify training opportunities and ensure that all training needs are met.
 - d. Any member of staff who acts as a clerk to one of the Council's Committees will be appraised on the performance of that aspect of their duties by the Chair of that Committee.



11. To consider and implement any changes which are required to comply with legislation and Terms and Conditions of Service as laid down by the National Joint Council (Green Book) and recommended by the National Association of Local Councils and Society of Local Council Clerks
12. To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure delegated responsibility take whatever action is deemed necessary. If appropriate the Staffing Committee has the delegated approval (including financial) to seek outside professional assistance to conclude a disciplinary or grievance matter. Should there be insufficient members of the Looe Town Council without prior knowledge of the matter or otherwise available to undertake any aspect of the process volunteers will be sought from the membership (or officers as appropriate) of other Town/Parish Councils.
13. All aspects of Health and Safety that fall within the remit of the committee.
14. To prepare and submit to the PS&F Committee budget proposals in respect of salaries and training for all staff not later than 30 October each year
15. Authorisation of expenditure provided that the payment is made from the Council budget that is within the limits previously approved by the full Council for salaries and training. The virement of funds within the committee's total budget is permissible.
16. To consider such matters as may be delegated by the Council from time to time.

Adopted by Looe Town Council on the xxxxxxxxx