

STAFFING COMMITTEE
TERMS OF REFERENCE

1. CONSTITUTION

- 1.1. The Committee will consist of seven councillors appointed annually by Full Council and will meet at least once every quarter.
- 1.2. All Committee members will undergo Human Resources training provided by Worcestershire CALC within three months of appointment, otherwise they will cease to be a member of this committee.
- 1.3. The Chair and Vice-Chair of Staffing Committee will undertake chair's training within three months of appointment.
- 1.4. Committee meetings will be arranged by the Town Clerk with a quorum as agreed by Full Council.
- 1.5. Committee will be mindful of the need to exclude the press and public from meetings if confidential matters relating to staff are to be discussed.
- 1.6. All recommendations made by the Staffing Committee will go to Full Council for discussion and ratification.

2. RESPONSIBILITIES

Employment Policies

- 2.1. To review and develop employment related policies.
- 2.2. To consider and note, as necessary, the provisions of The National Joint Council for Local Government Services which dictates the Council's pay and conditions of service.

Appraisals

- 2.3. To review and develop the annual appraisal process, the focus of which is staff development and recognition.
- 2.4. To appoint a panel of two members from the Staffing Committee and one qualified person from an outside body, as agreed by the Staffing Committee to carry out the appraisal of the Town Clerk.

Training and Development

- 2.5. To review and develop the Town Council's training and development programme, with an ongoing plan of how to meet the identified needs of staff.

Staffing Structure and Staffing Levels

- 2.6. To review and develop the organisational structure and necessary staffing levels as required, for example, apprenticeships.
- 2.7. To oversee any job evaluations or benchmarking as required.
- 2.8. To review job descriptions, person specifications and contracts of employment as required.

Senior Officer Recruitment

- 2.9. To form a panel to oversee the recruitment of the Town Clerk and / or RFO when required.
- 2.10. To assist the Town Clerk in the recruitment of the Deputy Town Clerk and / or Operations Manager when required.

Budget

- 2.11. The Staffing Committee shall annually by 30 November, agree a staffing budget for the forthcoming financial year which will be presented for consideration by the Policy and Resources Committee and included in the final budget presented to Full Council.

Staff Conduct / Councillor Conduct Issues

- 2.12. To consider and review the policies that relate to staff and councillor conduct.

Grievance / Disciplinary Matters

- 2.13. To consider and review the Town Council's grievance, disciplinary and whistleblowing policies.
- 2.14. In accordance with Council policies and procedures, to appoint councillors to sit on any investigating panel and / or appeals panel required to deal with disciplinary and grievance matters raised.

Health and Wellbeing

- 2.15. To consider matters relating to staff health and wellbeing.

General

- 2.16. To receive a staffing overview report at each meeting.
- 2.17. To set up a staff liaison group to allow communication and consultation with staff representatives.