

FILEY TOWN COUNCIL

TERMS OF REFERENCE (Reviewed 28.5.15)

STAFFING COMMITTEE

Membership – 6 Members

(To be elected annually at the Annual Meeting of the Town Council each year)

- The Chairman **or** Vice-Chairman of the Council shall be ex-officio, a voting member of every Committee
- The Staffing Committee to consist of 6 members, Chairman **or** Vice-Chairman of the Council, plus five Town Councillors (both genders should be represented)
- The Chairman and Vice-Chairman are to be elected annually by the Staffing Committee at the first meeting after the Annual Council meeting of Filey Town Council and shall hold office until the next Annual Council meeting as per Standing Order No 4d.

Aims

To develop strategy and policy in all matters relating to Human Resources

Objectives

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

Meetings

The Clerk will call Staffing Committee meetings as and when necessary. Members will be summoned to attend meetings which will be held in the Council Offices and Public Notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

Documentation

Minutes of all meetings will be recorded by the Clerk and circulated at full council meetings of Filey Town Council. All resolutions and recommendations to full council shall be recorded in the minutes of the meetings.

Accountability

The Staffing Committee has delegated powers to act 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 to have delegated power for the recruitment and selection of all staff, with the exception of the post of Town Clerk/RFO
- The Staffing Committee to have delegated power to recruit and short list applicants for the post of Town Clerk/RFO. The successful short listed applicants to be interviewed by the Staffing Committee. Short listed applicants will then be required to give a presentation to the full council on a topic relevant to current issues. A recommendation from the Staffing Committee will be submitted to full council to ratify the appointment of Town Clerk/RFO
- The Staffing Committee to have delegated power 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 to have delegated power to elect a Disciplinary and Grievance Hearing Panel made up as follows:
 - Three panel members of mixed gender wherever possible (from within the Staffing Committee) with
 - Two members acting as substitute panel members (from within the Staffing Committee) if necessary
 - All members serving on the Disciplinary and Grievance Hearing Panel should have undertaken the appropriate training
 - The Disciplinary and Grievance Hearing Panel 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 for information.
- Only the Full Council can elect an Appeal Hearing Panel as follows:
 - Three panel members of mixed gender wherever possible (who are not members of the Staffing Committee) with
 - Two additional members acting as substitute members if necessary (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 be given delegated power to make a final decision on appeal matters on behalf of the Town Council reporting the Panel's final decision to the Staffing Committee for information.
- The Staffing Committee to be responsible for the preparation and submission of budget proposals in respect of salaries and training for all staff to the Finance & General Purposes Committee (not later than 30 November each year) as laid down in Financial Regulation 2.1
- The Town Clerk to have delegated power to carry out annual staff appraisals and to review Personal Development Training Plans (in October each year) and the Chairman of the Staffing Committee to carry out the Town Clerk's staff appraisal reporting back to the Staffing Committee.
- The Staffing Committee to have delegated power to approve requests within the training budget for training requirements identified from individual Personal Development Training Plans and its 'Statement of Intent' for training.
- The Staffing Committee to have delegated power to consider and implement pay awards, increments and payroll management.
- The Staffing Committee to have delegated power to review staff pension arrangements.
- The Staffing Committee to have delegated power to review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and fixed term contracts), and to approve all contracts of employment.
- The Staffing Committee to have delegated power to review the Staff Handbook and Councillors Handbook.
- The Staffing Committee to have delegated power through the Chairman to issue press statements regarding staffing matters on behalf of the full council.
- The Staffing Committee to have delegated power to manage long term sickness and incidents at work in line with the council's current Sickness Absence Policy.

- The Staffing Committee to take responsibility that confidentiality is maintained over all staffing matters under the Data Protection Act 1998 and the Model Code of Conduct as signed by all members of the Town Council.
- The Staffing Committee to have delegated power to review and implement all employment policies in consultation with members of staff.
- The Town Clerk, as the Councils Senior Officer to have delegated power to 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.
- The Town Clerk to have delegated power after consultation with the Staffing Committee to progress any staffing matters with Scarborough Borough Council's Human Resources and Performance Team.

Review

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