



## **THORNABY TOWN COUNCIL**

### **TERMS OF REFERENCE FOR THE STAFFING COMMITTEE:**

#### **Membership**

The committee will comprise of 3 elected members to be elected at the Annual Meeting of the Town Council each year

The quorum of the committee shall be 3 members.

#### **Meetings**

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

#### **Objectives**

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

#### **Documentation**

Minutes of all meetings will be recorded by the Chair and circulated at Full Council meetings of Thornaby 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 the behalf of the council in relation to the defined terms of reference only; any recommendations outside the Staffing Committee's terms of reference shall be made to full council.

#### **Scope**

The Staffing Committee to have delegated powers for the following:

- For the recruitment and selection of all staff for recommendation to full council for approval
- 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. A recommendation from the Staffing committee will be submitted to full council to ratify the appointment of the Town Clerk/RFO
- Considering and implementing any changes which are required to comply with Employment Law, Health & Safety Law and Terms and Conditions of Service
- Approving requests within the training budget for training requirements
- Reviewing job descriptions, person specifications all contracts of employment for recommendation to full council for approval
- Managing long term sickness and incidents at work in line with the current council's Absence through Sickness Policy and Procedures

- Reviewing employment policies/procedures for recommendation to full council for approval
- Being responsible for the preparation and submission of budget proposals in respect of salaries and employees training to full council (no later than 31 October each year) as laid down in financial regulation 3.1
- Reviewing employees pay awards and increments for recommendation to full council for approval
- Reviewing staff pension arrangements for recommendation to full council for approval
- Overseeing the first part of a disciplinary investigation in line with the council's disciplinary procedures which includes appointing an investigator and deciding if any disciplinary action against the employee will or will not be taken
- Overseeing an employee's formal grievance(s) in line with the council's grievance procedures
- Ensuring that confidentiality is maintained over all staffing matters under the Data Protection Act 1998 and the Code of Conduct by all members of the council
- Approving the employee's annual review and appraisal undertaken by the Chair of the Staffing Committee or in his/her absence the Vice-Chairman
- Reporting back to council the outcome of the Town Clerk's annual appraisal undertaken by the Chair of the Staffing Committee or in his/her absence the Vice-Chairman

Adopted at AM: May 2019

**To be reviewed at the AM 2020**