



Bromyard & Winslow Town Council

Staffing Committee Terms of Reference

Authority and accountability

The Staffing Committee is appointed by and is solely responsible to Bromyard and Winslow Town Council. The Committee's duties are defined and agreed by Full Council. The Committee will meet quarterly but can also be convened to deal with special events as and when they occur. The 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 Committee's terms of reference shall be made to the Full Council.

Aims

To develop strategy and policy in all matters relating to human resources and to provide effective and professional management of all matters related to the employees of the Council.

Membership

All Chairmen of the Council's Standing Committees

One further Town Councillor (to be elected annually at the Annual Council Meeting)

If any councillor holds more than one qualifying position then the Vice-Chairman of the standing committee in question shall be a member of the Staffing Committee.

Both genders should be represented wherever possible.

A quorum of the Committee shall be three members and the Chairman shall have a casting vote when required.

Responsibilities

The Clerk, in consultation with the Chairman of the Council and Chairman of the Staffing Committee, to have delegated power to advertise for and to long-list and short-list applicants for the position of Town Clerk and Deputy Town Clerk. The successful short-listed applicants to be interviewed by the Staffing Committee and a recommendation from the Committee will be submitted to Full Council for ratification of the appointment. The Clerk to have delegated power to advertise for and to long-list and short-list applicants for any other positions within the Council, to interview the short-listed applicants and to make recommendations to the Staffing Committee for ratification.

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 and conditions of service, as laid down by the National Joint Council (NJC "Green Book") and recommended by the National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).

The Staffing Committee to be responsible for the preparation and submission of budget proposals in respect of salaries, pensions, any other employment benefits and training for all staff to the Finance and Properties Committee, by the 30th November each year.

The Town Clerk to have the delegated power and obligation to carry out annual staff appraisals, reporting back to the Staffing Committee. The Chairman of the Council and Chairman of the Staffing Committee have the power and the obligation to carry out the Town Clerk's appraisal, reporting back to Full Council.

The Staffing Committee to have delegated power to review staff pension arrangements and to make recommendations thereon to Council.

The Staffing Committee to have the responsibility to review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and fixed-term contracts) and to make recommendations thereon to Council.

The Staffing Committee to have responsibility to review all contracts of employment and to make recommendations thereon to Council.

The Staffing Committee to have delegated power to manage long-term sickness and incidents at work. The Staffing Committee must report any significant absences or incidents to Council.

The Staffing Committee to take responsibility that confidentiality is maintained over all staffing matters under the Data Protection Act 1998 and the 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 Council's senior officer, to have delegated power to manage the terms of 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 Council policies.

Review

These Terms of Reference are to be reviewed annually.

Explanatory note

A Staffing Appeals Committee shall be elected by Full Council, as and when required, consisting of four councillors of mixed gender wherever possible, none of whom shall be members of the Staffing Committee plus an independent person, who shall be the Chair. The Appeals Committee shall deal with appeals against dismissal and grievance. Their decision is final.