

## **Staffing Committee Terms of Reference**

**Composition** Three elected members (voting). If staff numbers increase then consideration will be given to increasing composition to 4.

Councillors appointed to the Staffing Committee must be willing to commit to undertake employment law training as soon as they are elected to the committee. The Council recognizes that a stable membership of the committee is desirable and as such membership of the committee should be seen as a long-term commitment.

**Non-members** Any member of the Council is able to attend and may participate at the discretion of the Chairman, but must leave the room whenever the press and public are excluded.

There will be no public participation at the meetings of the committee.

**Extra Terms** A member will may not be eligible for nomination to the committee 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 12 months.

**Meetings** Quarterly or 'as required'.

**Quorum** Three members

### **The Committee is delegated the following responsibilities:**

#### **Personnel and Staffing**

- Consider such matters as may be delegated by the Council from time to time
- Draft and keep under review the staffing structure of the Council and make recommendations as appropriate
- Keep under review all staff contracts of employment, terms and conditions and make recommendations to full council.
- Agree job descriptions with staff and hours required for core activities.
- Receive monthly timesheets and advise Full Council if staff workload varies against contract.
- Keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence, and hours worked.
- Approve annual leave and overtime.
- Review monthly expenses claims and advise Full Council.
- Review quarterly approved overtime claims and advise Full Council.
- Monitor the Council's employment policies and procedures in respect of changes to legislation and make recommendations to Council where appropriate.

- Undertake the recruitment of the Clerk, including making the appointment with any associated expenditure.
- Oversee the recruitment and selection process for all other staff and where required, assist the Clerk in the recruitment of new staff.
- Maintain confidentiality over all staffing matters as required under Data Protection legislation and the Code of Conduct

### **Performance**

- Carry out staff appraisals at least annually, with option for 6 monthly review. Appraisals to be undertaken by 2 Committee members
- Make recommendations on personnel related expenditure to the Finance and Governance Working Group of the Council
- Identify training requirements through appraisal and agree staff training programmes
- Consider any matters raised under the Council's Performance Improvement Policy with delegated approval (including financial if necessary) to manage the performance issue.

### **Complaints**

- Receive and consider any matters raised under the Council's Complaints Procedure
- Receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure
- Investigate and, where appropriate, appoint a panel to hear complaints made under the Council's Complaints, Grievance and Disciplinary Procedures with full delegated responsibility to take whatever action necessary. If felt necessary, it has the delegated approval (including financial) to seek outside professional assistance in order to conclude a disciplinary or grievance matter

### **Matters not delegated to the Committee:**

Any matter falling within the remit of the committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy. In such cases the Committee will make recommendations for approval by Full Council.

### **Review**

These terms of reference to be reviewed annually. Any proposed changes require the approval of Full Council.

**Approved at Full Council: version 1 date .....**