

Staffing Sub-Committee

Set up by Policy and Process Committee under SO 4.a.

Terms of Reference 2017-18

1 Objectives:

- 1.1 To review staffing matters.
- 1.2 To develop, monitor and review the following:
 - a. Compliance with current legislation relating to staffing,
 - b. appropriate staffing levels,
 - c. quality and quantity of work to ensure a quality service to the council and the local community, and
 - d. to ensure the health, safety and wellbeing of its staff.
- 1.3 To make recommend to P&P and FTC on personnel and other staffing matters.

2 Composition

- 2.1 *Membership:* The Sub-Committee will consist of three councillors – at least one not to be a member of P&P. FTC Chair will be an ex-officio member.
- 2.2 *Chairmanship:* The Sub-Committee will elect a Chair at its first meeting each year – this should not be the chair of P&P.
- 2.3 *Meetings:* The Sub-Committee will normally meet twice a year, in October and April. The Sub-Committee will call extra-ordinary meetings as necessary.
- 2.4 *Voting:* Only Councillors will have a vote.
- 2.5 *The Quorum:* all three Councillors must attend.
- 2.6 *Independent External Advisor(s)* may attend if required.
- 2.7 The Town Clerk will attend.

3 Responsibilities

- 3.1 Ensure appropriate staffing levels to deliver a quality service.
- 3.2 Review pay and conditions of employment (using the National Joint Council for Local Government Services (NJC) as agreed by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC) and the Terms and Conditions for Clerks in line with the model arrangements) and update these as necessary to comply with the Law and good practice.
- 3.3 Recommend new, amended and varied policies, guidance, operating procedures to full council for adoption.
- 3.4 Follow up complaints relating to staff and undertake disciplinary and grievance procedures, as necessary, and report back to P&P.
- 3.5 Arrange to carry out the annual appraisal of the Town Clerk, and support the Clerk in carrying out annual appraisals of the rest of the staff team.

4 Rights & Powers

- 4.1 The Sub-Committee may make recommendations to the P&P Committee for consideration and approval.
- 4.2 The Sub-Committee may convene Special Meetings in accordance with the Council's Standing Orders.