

Staffing Sub-Committee

Terms of Reference 2021-2022

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 PP&R 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 PP&R. A nominated reserve will be appointed. 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 PP&R
- 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 who are a member of the committee 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 PP&R.
- 3.5 Arrange to carry out the annual appraisal of the Town Clerk.

4 Rights & Powers

- 4.1 The Sub-Committee may make recommendations to the PP&R Committee for consideration and approval.