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Staffing Committee Terms of Reference 2026-2027

1. Purpose

The Staffing Committee is established by Frodsham Town Council to exercise, on behalf of the Council, those employment functions delegated to it by the Full Council.

The Committee shall ensure that the Council fulfils its statutory responsibilities as an employer, complies with employment legislation and nationally recognised good practice, and promotes a positive, safe and professional working environment for all employees.

The Committee shall report its decisions and recommendations to the next available meeting of the Full Council, except where matters are confidential by law.

2. Membership

The Committee shall consist of five councillors appointed annually by the Full Council.

The Committee shall elect a Chair and Vice-Chair annually.

The quorum shall be three members.

Substitute members shall only be permitted where authorised by the Council's Standing Orders.

3. Chair of the Staffing Committee

The Chair of the Council should not ordinarily be appointed as Chair of the Staffing Committee.

This separation of roles reflects good governance and helps maintain independence between the Council's political leadership and its role as employer.

The Chair of the Council may serve as a member of the Staffing Committee if appointed by the Full Council but should not ordinarily be elected Chair of the Committee unless exceptional circumstances exist and the reasons are recorded in the minutes.

4. Meetings

The Committee shall meet as required.

Meetings shall be convened in accordance with the Council's Standing Orders.

Agenda papers shall be issued within the statutory timescales.

Employment matters concerning identifiable employees shall normally be considered in confidential session as exempt information.

5. Delegated Functions

The Staffing Committee shall:

Recruitment

- Review staffing structures.
- Recommend the creation or deletion of posts.
- Approve job descriptions and person specifications.
- Approve recruitment procedures.
- Appoint interview panels.
- Approve interview questions and selection criteria.
- Make appointments where delegated by Full Council.
- Recommend appointments to Full Council where required.
- Confirm successful completion of probation periods.

Employment Matters

Determine requests relating to:

- Flexible working.
- Homeworking and hybrid working.
- Changes to contractual hours.
- Job sharing.
- Compressed hours.
- Occupational Health referrals and recommendations.
- Reasonable adjustments.
- Disability-related workplace adjustments.
- Other employment matters requiring employer approval.

Performance and Development

- Consider recommendations arising from employee appraisals.
- Monitor employee wellbeing.
- Approve training and development.
- Consider recommendations relating to salary progression.
- Consider extensions to probation where appropriate.

Employment Policies

Review and recommend employment policies to Full Council including:

- Appraisal Policy
 - Flexible Working Policy
 - Homeworking Policy
 - Sickness Absence Policy
 - Grievance Procedure
 - Disciplinary Procedure
 - Capability Procedure
 - Lone Working Policy
 - Equality Policy
 - Whistleblowing Policy
 - Health and Safety Policies
 - Staff Handbook
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6. Matters Reserved to Full Council

The following remain reserved to the Full Council:

- Approval of the staffing establishment.
- Staffing budgets.
- Creation or deletion of permanent posts.
- Appointment or dismissal of the Town Clerk.
- Approval of salary scales and national pay awards.
- Salary progression where reserved by Council.
- Significant contractual changes.
- Adoption of employment policies.

7. Delegation to the Town Clerk

The Town Clerk shall be responsible for the day-to-day management of all employees.

This includes:

- allocating work;
- supervising staff;
- managing attendance and sickness absence;
- approving annual leave and routine leave;
- arranging training;
- supporting employee wellbeing;
- implementing decisions of the Council and Staffing Committee.

The Town Clerk shall undertake annual appraisals for all employees who report directly to the Town Clerk in accordance with the Council's Appraisal Policy.

Following each appraisal, the Town Clerk shall submit a confidential report to the Staffing Committee outlining:

- appraisal outcomes;
- agreed objectives;
- training requirements;
- performance observations;
- recommendations regarding salary progression where appropriate;
- recommendations concerning contractual changes or other employment matters.

The Staffing Committee shall consider those recommendations and make recommendations to Full Council where required.

The Town Clerk shall have no delegated authority in relation to matters concerning their own employment.

8. Town Clerk Employment Matters

The Staffing Committee shall act on behalf of the Council in relation to all employment matters concerning the Town Clerk.

The Committee shall appoint two members of the Staffing Committee annually to undertake the Town Clerk's appraisal in accordance with the Council's approved Appraisal Policy.

Those members shall:

- undertake the annual appraisal in accordance with the approved Appraisal Policy;
- review performance against agreed objectives;
- agree objectives for the forthcoming year;
- identify development needs;
- prepare a confidential appraisal report for consideration by the Staffing Committee.

The Staffing Committee shall consider the report and make recommendations to Full Council regarding:

- salary progression;
- contractual changes;
- professional development;
- performance;
- wellbeing;
- any other employment matters requiring Council approval.

The appraisal documentation shall remain confidential.

9. Relationship Between the Council and its Employees

Frodsham Town Council, acting as a corporate body, is the employer of all Council employees.

The Council has a duty of care and legal responsibility to all employees and shall ensure that they are treated fairly, consistently and lawfully in accordance with employment legislation, nationally agreed terms and conditions (where adopted), the Council's policies and procedures, and the principles of natural justice.

The Town Clerk reports to the Town Council as a corporate body.

The Staffing Committee exercises only those employer functions delegated to it by the Full Council.

No individual councillor, including the Chair of the Council or the Chair of the Staffing Committee, has authority to direct, instruct, supervise or manage the Town Clerk or any other employee in relation to their employment, duties, priorities, terms and conditions unless such authority has been expressly delegated by a resolution of the Full Council or the Staffing Committee.

The day-to-day management of all employees is delegated to the Town Clerk.

Councillors shall not issue instructions directly to employees or seek to influence the performance of their duties other than through lawful decisions of the Council or the Staffing Committee.

Any concerns regarding the Town Clerk shall be referred to the Staffing Committee.

Concerns relating to other employees shall be raised with the Town Clerk.

Employees are accountable to the Council as the corporate employer and are entitled to work in an environment that is professional, respectful and free from bullying, harassment, intimidation or undue interference.

10. Grievances, Disciplinary Matters, Conflicts of Interest and Procedural Fairness

The Staffing Committee shall ensure that all employment matters are dealt with fairly, consistently, impartially and in accordance with the Council's adopted employment policies, employment legislation and the principles of natural justice.

Grievances Against Councillors

Where an employee raises a grievance against one or more councillors, those councillors shall take no part whatsoever in the grievance process.

They shall not:

- participate in meetings;
- receive confidential reports beyond that necessary as a councillor;
- investigate the matter;
- determine the outcome;
- hear any appeal;
- seek to influence the process.

Grievances Against Members of the Staffing Committee

Where a grievance concerns one or more members of the Staffing Committee, those councillors shall immediately withdraw from all stages of the process.

Should this result in the Committee no longer being quorate, Full Council shall appoint an impartial panel of councillors who have had no prior involvement in the matter.

Grievances Against the Town Clerk

Where a grievance concerns the Town Clerk, the Town Clerk shall take no part in administering the procedure.

This includes preparing agendas, reports, minutes or advising the Committee.

The Staffing Committee shall appoint another suitably qualified officer or an independent HR adviser to administer the process.

Grievances Involving Other Employees

Where another employee is the subject of a grievance, that employee shall take no part in determining or administering the procedure.

The Town Clerk shall normally administer the process unless there is a conflict of interest.

Independent Advice

The Committee may appoint independent HR advisers, investigating officers or legal advisers whenever considered necessary.

Appeals shall always be heard by councillors who have had no previous involvement in the matter.

11. Confidentiality

All staffing matters shall be treated as confidential.

Members shall comply with the Data Protection Act 2018, UK GDPR and all relevant legislation relating to exempt information.12. Declarations of Interest

Members shall declare any disclosable pecuniary interest or other conflict of interest.

Any member with a conflict, or who may reasonably be perceived as biased, shall withdraw from all discussion and decision-making relating to the matter.

13. Legal Compliance

The Committee shall ensure compliance with:

- Local Government Act 1972;
- Employment Rights Act 1996;
- Equality Act 2010;

- Health and Safety at Work etc. Act 1974;
 - Data Protection Act 2018;
 - UK General Data Protection Regulation;
 - Working Time Regulations 1998;
 - ACAS Code of Practice on Disciplinary and Grievance Procedures;
 - National Joint Council (NJC) Terms and Conditions (where adopted);
 - the Council's Standing Orders, Financial Regulations and adopted employment policies.
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14. Reporting

The Committee shall report all non-confidential decisions and recommendations to the next meeting of the Full Council.

Confidential matters shall be reported only where necessary and without disclosing personal or exempt information.

15. Review

These Terms of Reference shall be reviewed annually by the Staffing Committee and any proposed amendments shall be submitted to Full Council for approval.