



TODMORDEN TOWN COUNCIL

STAFFING COMMITTEE TERMS OF REFERENCE

Membership: 5 Councillors and Ex-officio (Genders Equally Represented)

Non-councillor: Non-councillors cannot be appointed onto this committee as it deals with sensitive and confidential staffing matters

Quorum: Three Town Councillors with voting rights

Meetings: One meeting per year (or as required)

- 1) The Committee will elect a Chairman and Vice Chairman from within its own membership.
- 2) To appoint a member of the committee or the Chair of the Council as the day to day contact support for the Town Clerk (Line Manager), to approve annual leave or sick leave in accordance with the Council policies and overtime in exceptional circumstances (within budget approved parameters). In the absence of the nominated member, the committee Chair (or another member of the Personnel committee) will act as the day to day contact support (Line Manager).
- 3) The Staffing Committee are responsible for the recruitment for all staff posts including the post of Town Clerk/RFO. The successful short-listed applicants to be interviewed by the Staffing Committee in line with best practice applicable at the time.
- 4) To review staffing structures and levels and make recommendations to the Council.
- 5) To receive reports from the Town Clerk for the management of other Council employees and to oversee the management of the Clerk
- 6) To appoint an appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.
- 7) To agree and review annually contracts of employment, job descriptions and person specifications for employed staff.
- 8) To consider and implement pay awards, increments and payroll management.
- 9) To review staff pension arrangements.

- 10) To ensure that appropriate training and continual professional development programmes are in place for the staff of the Council, and that these are underpinned by a robust performance appraisal scheme which is created, designed and monitored by the Personnel Committee
- 11) To review staff salaries and terms of conditions and make recommendations to Council. The committee must have some regard to recommendations to Society of Local Council Clerks (SLCC) or the National Association of Local Council Clerks (NALC), but is not obliged to implement all of its terms and conditions.
- 12) To appoint from its membership a recruitment panel when necessary. Recruitment panels will normally include three members in the case of appointment to the Town Clerk or RFO posts; and one member of the Committee plus the Clerk for all other posts.
- 13) To review health and safety at work for all Council employees.
- 14) To consider any staffing matters referred to the Committee or by the Council.
- 15) To review all Council policies that relate to staff employment on an annual basis.
- 16) To ensure the Council complies with all legislative requirements relating to the employment of staff.
- 17) To review the Employee Handbook as and when required.

Grievance, Disciplinary and Appeals Panels/Sub-Committees:

- 1) To appoint a grievance or disciplinary sub-committee comprising of no less than three members to consider grievance or disciplinary matters (not including any appeals) in accordance with the council's grievance or disciplinary policies/procedures.
- 2) To be responsible for any appeals which must be heard by a panel of three members of the staffing committee who have not previously been involved in the case. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three council members who may include members of the staffing committee to be appointed by full Council.

Financial Delegation & Responsibility:

- 1) To be responsible for any budgets delegated by Full Council
- 2) To receive the committee financial statements for monitoring purposes and to ensure that the committee does not exceed its overall budget
- 3) To assemble and submit to the General Purposes Committee, estimates of income and expenditure for each financial year in respect of services of this Committee no later than 30th October each year.