



## **STAFFING COMMITTEE** **TERMS OF REFERENCE**

### **1.0 Introduction**

The following general terms of reference apply to all Committees:

- 1.1 That all delegated powers be exercised in accordance with any policy adopted, or directions given, by the Town Council.
- 1.2 That powers be subject to the Council's Standing Orders, Standing Orders on Contracts and Financial and Administrative Regulations.
- 1.3 That any unresolved differences between Committees, Sub-Committees and Advisory Committees shall be referred to Full Council for determination.
- 1.4 Day to day management of Council matters rest with the Town Clerk as proper officer of the Council and the Responsible Financial Officer.
- 1.5 That all urgent and emergency matters will be dealt with as they arise by the Town Clerk in consultation with the Chair and Vice Chair of the relevant Committee and reported to the next appropriate Committee or Full Council meeting whichever comes first.
- 1.6 Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which may have a beneficial or detrimental effect on Ludlow.

### **2.0 Membership**

- 2.1 The Committee will meet three times a year, and then as and when required.
- 2.2 Committee Membership is open to all Councillors.
- 2.3 All Members of Ludlow Town Council will receive copies of every agenda.
- 2.4 Membership of this Committee will only be made up from serving Councillors.
- 2.5 The Mayor may not become the Chair or Vice-Chair of the Staffing Committee.
- 2.6 As befitting for the role, the members of the committee shall act with impartiality and integrity at all times.

### **3.0 Procedures**

- 3.1 The Committee will operate within Ludlow Town Council's Standing Orders and Local Government Law.
- 3.2 At the Annual Meeting of Ludlow Town Council the Town Council shall elect a Chair for this Committee for the forthcoming year from amongst its membership. A Vice Chair shall be elected at the first meeting of the Committee. The Chair and Vice Chair may be re-elected.
- 3.3 The Committee will submit all its minutes of meetings to the next appropriate meeting of Ludlow Town Council.
- 3.4 The Town Clerk and Administrative Officer will provide administrative support for the Committee.

#### **4.0 Delegated Committee Functions**

- 4.1 To facilitate and decide staff disciplinary matters in accordance with the Council's Disciplinary Procedure.
- 4.2 To facilitate and decide staff grievance matters in accordance with the Council's Grievance Procedure.
- 4.3 To review staff work/life balance, working conditions and well-being, including the monitoring staff absence in accordance with the Council's Sickness & Absence Policy.
- 4.4 Consider staff retirement issues.
- 4.5 To facilitate and decide the appointment and recruitment process of Council employees, including advertising, approval of job descriptions and taking the lead on the recruitment and selection of staff in accordance with the council's Recruitment and Selection Policy.
- 4.6 To receive pay awards, staff appraisals and other human resource matters.
- 4.7 To provide full Council with minutes of its meetings.
- 4.8 To periodically monitor and consult with the Town Clerk on the staffing structure.
- 4.9 To keep up to date with developments in employment law and check that the Council complies with the appropriate requirements.
- 4.10 To keep up to date with developments in staff related health and safety law and check that the council complies with the appropriate requirements including risk assessments.
- 4.11 To facilitate HR training for Committee members.

- 4.12 To undertake the annual appraisal of the town clerk. In agreement with the town clerk, the appraisal panel shall be up to three members of the committee, who shall also support the town clerk through the pressures and stresses of the role.
- 4.13 To monitor and periodically review the Staff Induction Policy and Procedure.
- 4.14 To monitor and periodically review the Councillor Induction Policy and Procedure.
- 4.15 Any other action as directed by the Council.

## **5.0 Confidentiality**

All members must preserve confidentiality of discussions held at meetings during closed session.

## **6.0 Delegated powers**

Subject to agreement by the full Council, the Committee will hold delegated powers to decide personnel, employment and recruitment matters, except in relation to the Town Clerk when matters must be ratified by Council.

## **7.0 Rules of procedure**

The Staffing Committee shall meet as they decide but not less than twice yearly. Meetings will normally be held in private but the Committee may choose from time to time to invite relevant individuals to attend for specific reasons. All meetings will be minuted as appropriate.

Decision will be by simple majority with the Chair of the Committee to hold a second casting vote for use if required.