



Staffing Committee Terms of Reference

New Policy reviewed by P&R Committee.	Recommended to Full Council 14 th February 2024. Minute number 24/02(409b)
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Reviewed (Annually) by Staffing Committee	31 st July 2024, 25 th June 2025, 3 rd June 2026 (Full Council)



STAFFING COMMITTEE TERMS OF REFERENCE

Powers, Duties and Functions of the Staffing Committee are as follows: -

1. Purpose

To provide effective and professional management of all matters related to the employees of the council. To provide a duty of care to employees and to take steps to protect the wellbeing of employees.

To maintain the staffing levels necessary to efficiently discharge the work required by the Council and to review the workloads periodically and report any recommendations for change to the Full Council.

The Staffing Committee has delegated powers to act on the behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Staffing Committee's terms of reference shall be made to the Full Council.

To consider all aspects of the Council's staffing establishment, including:

- All aspects of the recruitment, retention, remuneration, training and health and safety aspects of the Council's staff in accordance with the Council's Recruitment Policy. Elected Members will be responsible for recruitment of the Town Clerk and may be involved in the recruitment and succession planning for other senior members of staff, at the discretion of the Town Clerk.
- Carry out an annual review of the Council's staffing establishment.
- Be responsible on an annual basis for the review of salaries.
- To review and monitor the training and development needs of staff, including monitoring and supporting staff who are undertaking training and development.
- To ensure that annual appraisals for all staff are carried out, agree and monitor any associated actions and outcomes.
- Reporting back to Council the outcome of the Town Clerk's annual appraisal undertaken by the Mayor or in their absence the Deputy Mayor.
- To deal with all matters relating to staff conduct, disciplinary matters and appeals.
- Consider and implement any changes which are required to comply with Employment Law, Health & Safety Law and Terms and Conditions of Service.
- To consider and implement any changes which are required to comply with legislation and Terms and Conditions of Service as laid down by the National Joint Council (Green Book) and recommended by the National Association of Local Councils and Society of Local Council Clerks.



- Responsible for the preparation and submission of budget proposals in respect of salaries and employees training to Finance & Audit Committee/Full Council.
- To receive reports from the Town Clerk in respect of attendance, short and long-term sickness, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, compassionate leave, and flexible leave requirements and with delegated powers to resolve any associated matters.
- Review employment policies/procedures for recommendation to Finance & Audit Committee/Full Council for approval.
- Review pay awards and increments for recommendation to Finance & Audit Committee/Full Council for approval.
- Disciplinary matters referred to the Staffing Committee by the Town Clerk.
- Overseeing an employee's formal grievance(s) in line with the Council's grievance procedures.
- To deal with all matters relating to staff conduct
- Ensuring that confidentiality is maintained over all staffing matters under the Data Protection Act 1998 and the Code of Conduct by all members of the Council.

The Committee shall meet as and when required, but at least once annually.

2. Constitution, Membership and Quorum

The Constitution of the Staffing Committee shall be those Members of the Council duly appointed by the Council. The Committee Chairperson and Vice Chairperson will be elected annually.

Membership to be a maximum of 6 Councillors to be appointed annually (there will be no ex-officio Committee Members). The Mayor should not be a member of the Staffing Committee, they should not be actively involved in early-stage grievance/disciplinary discussions or investigations. This will ensure they remain impartial and able to take an active part in any disciplinary or grievance appeals/hearings.

A member will not be eligible for nomination to the committee – or if already a member must step down – if they have been the subject of an upheld grievance or finding of a breach of the Code of Conduct by, or relating to, a member of staff during the previous 12 months. A Member must also not be eligible for nomination to the committee if they have a declarable interest in staffing matters.

Three or a third of the Members shall constitute a quorum of the Committee. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned, and business not transacted shall be transacted at the next meeting or on such other day as the Chairperson may agree.



3. Attendance at meetings

All members of the authority may attend all meetings of its committees and speak thereat with the permission of the Committee Chairperson but may not vote unless they are a member of the Committee.

4. Delegated Power

The Staffing Committee is authorised to make binding decisions on behalf of Newton Abbot Town Council with regard to all aspects of paragraph 1, subject to such decisions being in accordance with the Council's adopted policies and approved budget and provided that in all cases the meeting is quorate.

The Town Clerk is responsible for the overall performance, welfare and recruitment of the staff.

5. Sub Committee's and Working Groups

The Staffing Committee shall be able to form Sub Committees and Working Groups to study any aspect of the Committee's sphere of activity, as it considers appropriate.

6. Limitations

The Local Government Act 1972 section 112 gives local councils the powers to employ staff to enable it to carry out its statutory functions and powers.

Local council staff will work regularly and directly with individual councillors, but it is the council (as a corporate body), not its councillors, that is the employer.

7. Review

These terms of reference are to be reviewed annually by the Staffing Committee.