

STAFFING WORKING PARTY TERMS OF REFERENCE

1. Members

Seven Town Councillors appointed annually at the Annual Council Meeting to include the Chairman.

2. Quorum

The quorum of the Group shall be three Members.

3. Voting

Only members of the Working Party may vote and participate at a meeting. In the case of an equal vote the Chairman shall have a second or casting vote.

4. Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Town Council then he/she shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

N.B. If a Member who has declared an interest then considers the interest to be prejudicial, he/she must withdraw from the room during consideration of the agenda item to which the interest relates.

5. Chairman

The Chairman of the Working Group will be the chairman of the Town Council

6. Meetings

The Committee will meet as frequently as required with a minimum of one meeting a year following the conclusion of staff appraisals.

All Minutes shall be placed on the agenda for the next Town Council Meeting.

7. Admission of the Public and Press

At all meetings a resolution as follows will be put to the meeting "In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item".

8. Responsibilities

Primary Purpose - to ensure the council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety.

The Committee is responsible for the employment and welfare of all employees to include but not be limited to:

- To review staffing structures and levels and make recommendations to the Council.
- To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Clerk/RFO performance.

- To review staff salaries and terms of conditions and make recommendations to Council.
- To appoint, from its membership, a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include at least three members in the case of appointment plus the Clerk.
- To appoint, members to act as a disciplinary panel as set out in the Green Book and as an appeals panel in the case of any appeal against disciplinary action.
- To appoint members to hear any formal grievance.
- To review health and safety at work for all Council employees.
- To review all Council policies that relate to staff employment
- To ensure the Council complies with all legislative requirements relating to the employment of staff.

The Town Clerk has delegated powers to:

- Manage attendance, short term sickness absence, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, carer's leave, compassionate leave, flexible leave requirements and staff inductions in line with current agreed council policies.
- Carry out annual staff appraisals, supervision interviews, and training requirements.
- Undertake staffing interviews accompanied by a Staffing Committee member for any issues where it is deemed necessary.

9. Conclusion

The Chairman and the Vice-chairman of the Town Council to carry out the Town Clerks appraisal and report to the Staffing Committee.

The Working Group has no delegated authority unless approved by the Town Council.

The Town Clerk in consultation with the Chairman and/or Vice-Chairman has the authority to suspend a member of staff in exceptional circumstances and a staff meeting or Town Council meeting should be called as soon as possible to discuss the matter.

The chairman has the same authority in relation to suspension of the Town Clerk.

Appointment of the Town Clerk will be a matter for the full Town Council

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