

HAILEY PARISH/TOWN COUNCIL

TERMS OF REFERENCE for the STAFFING COMMITTEE

Definitions

In this document the following terms have the meanings assigned to them below:

Alternate Member	A person elected to serve as an alternate if an elected member cannot serve on the Staffing Committee
Chairman	The Chairman of the Committee
Clerk	The Clerk to the Council
Committee	The Staffing Committee of the Council
Committee Member	Any person participating in the Committee's work under the arrangements set out in the Section headed 'Membership and Quorum'
Council	Hailey Parish/Town Council
Member	An elected or co-opted member of Hailey Parish/Town Council

1. General

1.1 These Terms of Reference define the Council's specific responsibilities delegated to the Staffing Committee and were first approved by Hailey Parish/Town Council at its Meeting held on <date>. The conduct of all aspects of the Committee's work shall be treated as confidential and be governed by the Council's Standing Orders.

1.2 The Committee has no power to authorise expenditure on behalf of the Council OR power to authorise expenditure to a limit of £_____.

1.3 Members of the public have no rights to attend meetings of the Committee.

2. Duties & Scope of Responsibilities

2.1 The Committee shall undertake the following duties on behalf of the Council:

2.2 Performance Management

- To monitor and performance manage the Clerk's work
- At least annually to conduct a staff appraisal/annual review with the Clerk.
- Following the interview to submit a confidential report to the Council. The report should include, where appropriate, any changes in the Clerk's responsibilities and recommendations as to the grading of the post and salary progression (the list of contents is not intended to be exhaustive).

2.3 Dispute Resolution Proceedings

- To hear and adjudicate upon any formal grievance issue raised by staff under this Council's Grievance Procedure for Staff.

- To hear and adjudicate upon appropriate disciplinary cases as set out the Council's Disciplinary Procedure for Staff¹, making recommendation to council if sanctions are to be imposed.
- To convene Appeals Panels where required

3. Appointment of new staff

3.1 To oversee recruitment and selection of new employees on behalf of the council (with the Clerk where appropriate) including job description, person specification, advertising, shortlisting, interviewing, reference checking, making recommendation to full council and defining the induction process.

4. Other Duties and Responsibilities

- To establish a programme of training for Councillors and employees such as will encourage professional advancement and make recommendations for expenditure to support these goals.
- To review staffing structures in the council and pay-scales annually
- To draft, review and monitor employment policies and procedures.
- To recommend the payment of overtime, additional hours and employment related expenses in relation to the employees, as may be deemed necessary.
- To monitor absences and approve holiday and other leave requests for the Clerk.
- To keep under review the working conditions and health and safety of the council's staff
- To oversee the termination arrangements for the council's staff

5. Powers

5.1 Subject to the power, set out in paragraph 2 immediately below, the Committee shall have no powers other than the power to undertake the tasks specified under the heading 'Other Duties and Responsibilities'. In particular it shall have no delegated financial powers. OR state powers and financial powers here.

5.2 The Chairman, subject to the agreement of the Committee's Members, shall have the power to invite an appropriate expert in human relations to attend Dispute Resolution meetings to advise the Committee. Such Invited Participants shall have the freedom to participate in the enquiry but not to vote.

6. Membership and Quorum

6.1 The Committee shall consist of 3 Members and an Alternate Member, all of whom shall be elected from Members of the Council at its Annual Meeting. The Council shall appoint one of the elected members to be the Committee's chairman.

6.2 The following persons shall not serve on the Committee:

- the Council's Chairman
- the Council's Vice-Chairman
- the Clerk's mentor
- Members and Alternate Members of the Appeals Committee

¹ NB only the Monitoring Officer can impose sanctions against elected members following a Code of Conduct process

6.3 In the event that one or more of the Committee Members is unable to serve² the following arrangements shall be adopted:

- The first Committee Member unable to serve shall be replaced by the Alternate Member.
- If any further Committee Members or the Alternate Member are unable to serve they shall be replaced by qualified councillors appointed by the Council.
- If one of the Committee Members unable to serve is the Chairman, then the revised Committee when fully formed shall at the relevant meeting elect its own Chairman.
- Any person serving as a Committee Member under the arrangements in this clause shall have the same powers (s) he would have possessed had (s)he been elected by the Council.

6.4 The quorum shall consist of 3 Committee Members. For the avoidance of misunderstanding the Alternate Member only attends a meeting if an elected Committee Member is unable to participate.

7. Meetings

- **Ordinary Meetings.** The Committee shall meet at least once a year. The meeting shall be summoned by the Chairman or by such other person appointed for the task. The Committee shall set the dates for further ordinary meetings at its first meeting in the year.
- **Extraordinary Meetings:** when necessary, may be held on dates between the Ordinary Meetings. Extraordinary meetings shall be called using the appropriate arrangements
- **Calling Meetings:** The Chairman shall be responsible for calling all meetings. The Chairman may make alternative arrangements to undertake this task or to assist him/her in undertaking the work but must ensure that a conflict of interest is not thereby created.
- **Minutes:** The Chairman shall be responsible for ensuring that proper minutes are kept of all Committee meetings and that where necessary appropriate reports are generated and circulated. The Chairman may make alternative arrangements to undertake this task or to assist him/her in undertaking the work but must ensure that a conflict of interest is not thereby created.

Alterations to these Terms of Reference

The Committee has no powers to alter or temporarily suspend these Terms of Reference.

The Council may change these Terms of Reference using the procedure set out in the Council's Standing Order.

These Terms of Reference are based on several examples of good practice.

² Committee Members are expected to make every effort to serve but an inability to serve could arise from a conflict of interest, ill health or some other approved reason.