

# Terms of Reference for the Staffing Committee



**Type & Function:** Committee of the Council  
**Report Author:** David Liddle, Town Clerk  
**Adopted:** 23 May 2018  
**Reviewed:** 9 May 2019  
**To Be Reviewed:** May 2020

<p><b>Voting Members</b> Six members of the Town Council one of which is an ex-officio position for the Chairman or the Deputy Chairman</p>	<p><b>Quorate</b> Three</p>
<p><b>Meeting Location and Frequency</b> Council Chamber a minimum of four times year</p>	<p><b>Clerk</b> Town Clerk</p>
<p><b>Non-Voting Members</b> <b>The Council's appointed Health &amp; Safety Officer</b> will be invited to all meeting to give expert opinion on health and safety matters and to report on work they have undertaken on behalf of the Council.</p>	
<p><b>Aim and Role</b>  <b>Aim</b> Provide effective and professional staff management of all matters related to the employees of the council.</p> <p><b>Roles</b> The Committee is to:</p> <ol style="list-style-type: none"> <li>i. Ensure compliance with legislation and best practice.</li> <li>ii. Manage recruitment, retainment, health &amp; safety and training of staff.</li> <li>iii. Determine staff and councillor training needs and manage the associated budget.</li> <li>iv. Develop strategy and policy in all matters relating to Human Resources.</li> <li>v. Take responsibility that confidentiality is maintained over all staffing matters under GDPR and the Code of Conduct as signed members.</li> </ol>	
<p><b>Budgetary Control</b> Committee to have budgetary control of the following expenditure lines:</p> <ul style="list-style-type: none"> <li>• 5121 Travel Expenses</li> <li>• 5124 Councillor Training</li> <li>• 5159 Civic Travelling</li> <li>• 5211 Health &amp; Safety</li> <li>• 5220 General Training</li> </ul>	

### **Budgetary Oversight**

Committee to have budgetary oversight of the following expenditure lines:

- 5100 Wages & Contributions
- 5102 PAYE
- 5103 National Insurance
- 5104 North Yorkshire Pension Fund
- 5105 Added Voluntary Contributions (AVC's)
- 5123 Subscriptions

Committee to have budgetary oversight of the following income line:

- 4000 Wage Refunds (non-agency)

### **Delegated Powers**

- a. Recruitment and appointment of all staff, with the exception of the post of Town Clerk/RFO who must be appointed by Council.
- b. Implement any changes to ensure the Council is compliant with its statutory obligations (eg employment, health and safety, etc); the Terms & Conditions of Service as laid down by the National Joint Council (NJC "Green Book"); and, recommended by National Association of Local Councils (NALC) and/or Society of Local Council Clerks (SLCC).
- c. Power to create and appoint members (Staffing Committee members only) to a Hearing Panel made up as of three members of mixed gender wherever possible (from within the Staffing Committee).
- d. Ensure all committee members have appropriate training (eg employment law, Hearing Panel, etc).
- e. Hearing Panels have the power to make a decision on Disciplinary and Grievance matters on behalf of the Council reporting any decision to the Staffing Committee.
- f. Only the Full Council can elect an Appeal Hearing Panel of three panel members of mixed gender wherever possible, who are not members of the Staffing Committee, with appropriate training.
- g. The Appeal Hearing Panel to have the delegated power to make a final decision on appeal matters on behalf of the Council reporting any decision to the Staffing Committee and Council.
- h. Responsible for the preparation and submission of budget proposals in respect of salaries and training for all staff to the Finance & General Purposes Committee no later than 30 November.
- i. Carry out annual staff appraisals and to review Personal Development Training Plans on an annual basis and the Chairman of the Staffing Committee to carry out the Town Clerk's staff appraisal.
- j. Manage the training budget on behalf of the Council and determine the training requirements of staff and members on an annual basis.

- k. Consider and implement all pay awards, determine increment raises, manage the payroll and review staff pension arrangements.
- l. Review job descriptions, person specifications, staff establishment (including promotion, re-grading, redundancies and fixed term contracts), and to approve all contracts of employment.
- m. Review the Staff Handbook & Councillors Handbook annual and make changes throughout the year as required.
- n. The Staffing Committee to have delegated power to manage long term sickness and incidents at work in line with the council's current Sickness Absence Policy.
- o. Review and implement all employment policies, duty to consult with staff on an ongoing basis.
- p. Town Clerk to have delegated power after consultation with the Staffing Committee to progress any staffing matters with Scarborough Borough Council's Human Resources and Performance Team.
- q. Take a leading role in addressing the health and safety needs of staff, members, volunteers and visitors based in the Council Offices.
- r. Chairman to issue press statements regarding staffing matters on behalf of the full council.

**Annual Procedural Business**

- a. Carry out staff appraisals.
- b. Review pay and payroll arrangements and make a recommendation to Finance & General Purpose Committee.
- c. Consult with staff about health & safety issues and working practices.
- d. Review staffing arrangements and the staffing structure
- e. Committee to review the following policies on an annual basis:
  - i. Staff & Councillor Handbook
  - ii. Member Training Needs