

BEDALE TOWN COUNCIL

STAFFING COMMITTEE Terms of Reference

Purpose of the Committee

This Committee is appointed to make decisions about all staffing matters, which are subject to budget and expenditure limits decided by the full Council unless stated otherwise in this document.

Membership and voting

The Committee will consist of five Councillors including the Chair of the Council, elected every year at the Annual Meeting of the Council, with any vacancies which may arise filled at the next ordinary Council meeting.

The meeting shall be chaired by the Chair of the Council, or if they are not present by another Councillor agreed at the beginning of the meeting. The Chair will have an ordinary vote and a casting vote, and may use the latter if they choose although they are not compelled to do so.

Members of the Committee will not be members of any staffing appeals panel that may have to be formed.

Convening

The Clerk will convene Committee meetings as and when necessary. The Committee Chair may also convene meetings as they consider necessary. Members will be summoned to attend meetings which will be held in a public place, and public notice of the meeting shall be given in accordance with the Local Government Act 1972 [schedule 12, paragraph 10]. Minutes will be taken, approved at the following Committee meeting, and retained by the Council in perpetuity.

Meetings

Meetings will be held in accordance with the Council's Standing Orders.

Quorum

The quorum of the Committee will be three members.

Documentation

Minutes of all meetings will be recorded by the Clerk or Assistant Clerk, or in their absence, by one of the Councillors present at the meeting. Draft minutes will be circulated to all Committee members, and by the full Council for information only.

Accountability

The Staffing Committee has been given delegated power by the full Council to act on its behalf in relation to these defined terms of reference only. Any matters agreed by the Committee which are outside these terms of reference shall be taken to the next ordinary Council meeting as a recommendation.

Remit of the Committee

1. To establish and keep under review the Bedale Town Council staffing structure in consultation with the full Council.
2. To draft, implement, review, monitor, and revise employment policies for staff.
3. To administer and manage the recruitment process, including:
 - 3.1 agreement of the application pack to include a job advertisement, job description, person specification, salary range offered, and application form.
 - 3.2 shortlisting of candidates
 - 3.3 setting an interview date and carrying out interviews
 - 3.4 selecting a suitable candidate, if there is one, from those interviewed and making a recommendation to full Council. The full Council will approve the appointment, salary, and any terms and conditions beyond standard ones.

3.5 The Chair of the Committee will: make a verbal offer to the successful candidate, subject to satisfactory references; liaise with successful candidate prior to their commencement of employment; obtain references; and provide a statement of particulars/contract of employment on day one of employment.

4. To recommend salary scales / rates for new staff, and regrading recommendations for existing staff, to the full Council, which will decide on these matters.
5. To have delegated powers to consider, negotiate, and implement any changes to contract terms, which are required to comply with staffing law, health and safety law and terms and conditions of service as laid down by the National Joint Council (NJC "Green Book").
6. To appoint a line manager for the Clerk, who will have responsibility for day-to-day liaison with the Clerk on matters including including: working conditions; holiday/leave arrangements; sickness; ensuring their workload is acceptable and manageable; ensuring the Clerk has sufficient time to undertake the workload; and the general well-being of the Clerk in their work and appraisal. This will usually be the Chair of the Council.

The line manager will not have decision making powers but will report back to the Committee should any decisions be required on any issue. The line manager, in dialogue with the Clerk, will set targets with realistic timescales to achieve them. The targets will be reported to the Committee and reviewed under paragraph 8 below.
7. To agree a line management structure within the staff. With current and foreseeable Bedale Town Council staffing levels, it is assumed that the Clerk will line manage all other staff. This arrangement may be varied at the request of the Clerk, or in the event of the staff team becoming significantly larger.
8. To establish and review performance management, including staff appraisals, and staff training programmes. Appraisal will usually be undertaken by the staff member's line manager, and in the case of the Clerk and Assistant Clerk one other member of the Committee as well.
9. To manage any process leading to the redundancy of staff.
10. To monitor and address regular or sustained staff absence.
11. To make recommendations on any staffing related expenditure to the full Council.
12. To consider any appeal by a staff member against a decision in respect of pay.
13. To handle grievance or disciplinary matters, and any appeal against a decision it may come to regarding grievance and disciplinary matters.
14. To implement, monitor, and review staff pension arrangements.
15. Where the Committee feels necessary, it may refer any decision for which it has delegated authority, to the full council.

Review

The Staffing Committee's terms of reference are to be reviewed annually at its first meeting after the Annual Council Meeting, with recommendations for alteration to be made to the full Council.

Approval

This document was approved by Bedale Town Council on 11th September 2023.