

# Staffing Committee-Terms of Reference

## **PURPOSE OF THE STAFFING COMMITTEE**

To consider all matters relating to the appointment and management of Council staff

## **FUNCTIONS OF THE STAFFING COMMITTEE**

- (i) To oversee the appointment of Council staff (including advertising of the positions and agreeing job specifications) any appointment being subject to the approval of Council.
- (ii) To oversee the management of the Clerk/Council staff.
- (iii) To provide support and management to the Clerk, monitor and manage hours of working, home working, annual/flexi/compassionate/time off in lieu leave and absences and sick leave.
- (iv) Review employees remuneration and make recommendations to the Council, as appropriate.
- (v) Review Conditions of Employment, Contracts of Employment and Job Descriptions, as appropriate, to ensure they meet the needs of the Council and to ensure that they comply with relevant legislation and established good practice.
- (vi) To review staffing structures to ensure the structure is sufficient to meet the aims of the Council.
- (vii) Develop, implement and review employment practices.
- (viii) Manage the Council's compliance with employment legislation.
- (ix) Ensure an appropriate Performance Management and Appraisal systems are in place and monitor their effectiveness.
- (x) To conduct annual appraisals of Council staff.
- (xi) Ensure that Members are appropriately trained to conduct Appraisals.
- (xii) Set appropriate objectives for the Clerk based on the aims and priorities of the Council.
- (xiii) To undertake any matters in relation to the day to day management of the Council staff including where required the setting of work priorities.
- (xiv) Hold regular informal meetings with the Clerk to discuss and review employment matters.
- (xv) Ensure appropriate funds and arrangements are in place to support staff development and training.
- (xvi) Manage Disciplinary and Grievance Procedures in accordance with the appropriate council policy and processes.
- (xvii) Where necessary recommend appropriate actions to Council.
- (xviii) To hear any grievances of the Council staff.
- (xix) If required, appoint a hearing/ appeals panel drawn from members of the Staffing Committee or from an external body, as appropriate to the circumstances.

## **Delegated Spending Authority**

In order to undertake the functions, the Staffing Committee is authorised to spend up to £750 per annum with the agreement of the Chairman and Chairman of the Finance Committee when such expenditure is agreed by resolution of the committee. Expenditure requirements in excess of the limit must be authorised by Council.