



Ilfracombe Town Council

DRAFT TERMS OF REFERENCE FOR THE STAFFING COMMITTEE:

1. Objective

To provide effective and professional staff management of all matters related to the employees of the Town Council.

2. Membership:

The committee shall comprise 7 members in total.

- 5 members to be elected at the Annual Meeting of the Town Council.
- 2 (of the above being) ex-officio members: the Mayor and Deputy Mayor

Any non-committee members of the council are able to attend the meeting however will not be able to vote or comment and will be subject to Ilfracombe Town Councils Data Protection Policy which includes confidentiality of all matters discussed.

One Ilfracombe may be invited to send a representative to meetings which directly concern their staff. They shall have no voting rights and shall be excluded from agenda items of a confidential nature.

3. Chair/Vice Chair

To be elected annually at the first committee meeting following the Annual General Meeting of the Town Council.

4. Quorum

The quorum of the committee shall be 3 Town Council members.

5. In attendance

The Proper Officer and/or the Town Council Programme Manager may be requested to attend any meeting.

6. Meetings

- Meetings shall be scheduled for 7 days after the Full Council meeting. (this will normally be a Monday but may differ in the event of a bank holiday)
- The Proper officer will 'call' the meeting and summon members to attend in accordance with standing orders
- Public Notices of the meeting shall be given in accordance with the Council's Standing Orders

7. Public participation

Meetings are open to the press and public, however on the grounds that the agendas normally concern the conduct and terms of service of employees the press and public will be made to leave when Part B is implemented.

Please note that non-committee members will be considered a member of the public and will be made to leave when Part B is implemented unless otherwise invited.

8. Minutes

- Minutes of all meetings will be recorded by the Proper Officer (or delegated) and circulated to all members of the committee and to all Full Council members.
- All resolutions and recommendations made to Full Council shall be recorded in the minutes of the appropriate meeting.

9. Accountability and Scope

The Chair of the Staffing Committee is responsible for performing the annual appraisal of the senior officers and is the first point of contact for senior officers on staffing and employment policy issues. The Staffing Committee has delegated powers to act on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Staffing Committee's terms of reference shall be made to Full Council.

10. Delegated powers

- To consider and implement any changes which are required to comply with Employment Law, Health & Safety Law and Terms and Conditions of Service
- To approve requests within the training budget for training requirements
- To review job descriptions, person specifications and all contracts of employment for recommendation to Full Council for approval
- To manage long term sickness and incidents at work in line with the council's agreed policies
- To review employment policies/procedures for recommendation to Full Council for approval
- To be responsible for the preparation and submission of budget proposals in respect of salaries and employees' training to full council (no later than 30 November each year)
- To review employees pay awards and increments for recommendation to Full Council for approval
- To review staff pension arrangements for recommendation to Full Council for approval
- To oversee any disciplinary investigation in line with the council's disciplinary procedures which includes appointing an investigator and deciding if any disciplinary action against the employee will or will not be taken
- To oversee an employee's formal grievance(s) in line with the council's grievance procedures
- To ensure that confidentiality is maintained over all staffing matters under the Data Protection Act 1998 and the Code of Conduct by all members of the council
- To ensure that all staff have an annual appraisal with quantifiable and measurable objectives.
- To provide two Members to constitute, along with the appropriate senior Officer, the Interview Board for all applicants for Council employment.
- To grant the Interview Board the authority to make offers of employment with the exception of the role of Proper Officer whose appointment shall be referred to Full Council. On making an offer of employment the Interview Board shall offer no more than the base salary agreed for the job plus 10% without reference to Full Council.

The Staffing Committee's Terms of Reference are to be reviewed annually at the Annual General Meeting

These Terms of Reference were adopted by the council at its meeting held on 10th July 2023.

