



HASLEMERE TOWN COUNCIL

Staffing Committee Terms of Reference

Adopted 1st November 2016

CONSTITUTION

This Committee is a committee of the Council constituted under Sections 101 and 102 of the Local Government Act 1972.

The Committee holds full delegated powers to act on behalf of Council in respect of all personnel, employment and recruitment issues [*minute 81/16 refers*].

RESPONSIBILITIES

The Town Clerk, shall be responsible for the day to day management of staff and shall be responsible for:

- Holding regular reviews of objectives and performance with staff.
- Ensuring compliance with any relevant legislative or professional requirements relating to the employment of staff.
- Taking account of the wider external environment to ensure that the Council follows best practice in providing good working conditions for its staff including the provision of office accommodation and equipment and that the terms and conditions of employment for all staff remain appropriate and sustainable.
- Identifying and recommending training needs for Council Members & staff on matters connected with the Council's role and functions as an employer

The Committee shall be responsible for:

- The scrutiny of staffing policies and procedures to ensure that the Town Council continues to attract, reward and retain the calibre of staff it requires to achieve its statutory aims.
- Regular review of staff contracts, staffing policies and procedures.
- Approving job descriptions and take a lead on the recruitment and selection of staff.
- Staff development and performance and the monitoring of the effectiveness of these procedures.
- Ensuring that all staff have an annual appraisal with quantifiable and measurable objectives, implementation of staff development training needs.
- Reviewing the Council's staffing arrangements and recommending appropriate changes to the Council.

MEMBERSHIP

The 6 members of the Staff Committee will be elected at the first meeting of Council in an election year and will remain in place for the remainder of that Council term (subject to any Council resolution varying that membership).

The Chairman will be elected at the first meeting of the Committee and annually thereafter. Where appropriate, the same Councillor will be elected to remain in office for the Council term for reasons of continuity for staff.

In making any staffing decisions, the Staff Committee members should be mindful of:

- The confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee.
- The 'Green Book' – the nationally negotiated model contract and terms and conditions for the employment of the officers to the Council which serves as the Staff Handbook.
- Individual Contracts of Employment and all terms and conditions.

Working parties

May be set up for specific time-limited tasks as required

Quorum

Three or more members are required for a meeting to be quorate.

Review period

These Terms of reference are to be reviewed as required but **at least** once every four years.