



HASLEMERE TOWN COUNCIL

Staffing Committee Terms of Reference

Amended January 2023

1 CONSTITUTION

- 1.1 This Committee is a committee of the Council constituted under Sections 101 and 102 of the Local Government Act 1972.
- 1.2 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*].

2 RESPONSIBILITIES

- 2.1 The Town Clerk, shall be responsible for the day to day management of staff and, in particular, shall be responsible for:
 - Preparation of the job description and person specification, placing of the advertisement and short-listing of applicants.
 - Day to day management of staff performance.
 - Exercise of disciplinary and grievance procedures in accordance with the Council's procedures.
 - Authorising payment of travel and subsistence expenses to Officers where they represent the Council outside of the Town Council area.
 - Approval of payment of overtime.
 - Minor variations to the conditions of employment.
 - Implementing and monitor the arrangements for annual leave, flexi time, sickness absence, maternity and paternity leave in accordance with the Council's policies.
 - Authorise training in line with the Council's policies.
 - Authorise the provision of uniforms or protective clothing.
 - Approve payment of claims from employees for compensation for loss of or damage to personal property.
 - Commission legal and professional advice on staffing matters.
- 2.2 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.

3 MEMBERSHIP

- 3.1 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).
- 3.2 The Chairman will be elected at the first meeting of the Committee and annually thereafter. Where appropriate, the same Councillor will be re-elected to remain in office for the Council term for reasons of continuity for staff.
- 3.3 The Town Mayor, their Mayoress or Consort or any family member may not sit on the Staffing Committee.
- 3.4 Should any serving Member of the Staffing find themselves ineligible due to the condition at 3.3 above an alternative council member will be elected to replace them for the period that they are disqualified from serving.
- 3.5 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.
- 3.6 Membership of the Staffing committee does not automatically confer the right to consult individual employment records and all requests to view individual staff records will be decided by the Chair of Staffing in conjunction with the Town Clerk.

4 WORKING PARTIES

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

5 QUORUM

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

6 REVIEW PERIOD

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