



Wellingborough Town Council

Wellingborough Town Council Terms of Reference and Delegated Powers for the Staffing Committee

(These are also applicable for the shadow council)

1. The Staffing Committee is appointed by and solely responsible to Wellingborough Town Council.
2. The Committee's duties, as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase the Committee's terms.
3. Meetings are to be held as and when required.
4. Membership: The Committee will consist of no fewer than five councillors. Full Council will elect a Chair for the Committee at the Annual Meeting of the Council every May. All members of the Committee are expected to represent the interest of the whole Council area. Any elected member can preside by agreement in the Chair's absence. A quorum will be a minimum of three elected members. The chairman will have automatic membership and full voting rights. There will be two named Councillors to act as substitutes to ensure that all meetings are quorate. All other members of the Council have the right to attend the meeting and make representations on the matters being discussed within the Public Forum. All members of the committee must agree to attend training on being a Good Employer and be issued a copy of NALC's Good Employer Guide.
5. Record of Proceedings: The Committee will meet as required to fulfil the responsibilities below, including making decisions about relevant staffing matters, subject to budget and expenditure limits decided by the Finance Committee. Written minutes will be taken to record the Committee's decisions and will be received at the next full Council meeting and tabled as an appendix. The Clerk will be responsible for arranging the recording and distribution of the minutes.
6. Responsibilities: The committee has delegated authority from the Council to fulfil the following responsibilities:-
 - a. Recruitment of the Clerk, with an interview panel to consist of three members of the Staffing Committee.
 - b. Helping ensure that a staffing framework and culture exists within the Council which nurtures wellbeing, productivity, treats staff equally and with respect, values diversity and supports staff to give their best, including through suitable training, development and management
 - c. Reviewing and agreeing the staffing structure within the budget set by the Full Council.

- d. Drafting, implementing, reviewing, monitoring and revising employment policies and making related recommendations to the Council.
- e. Establishing and reviewing the salary payscale reference points
- f. Ensuring that suitable HR arrangements and insurances have been reviewed and established.
- 7. Establishing and reviewing the performance management system (including annual appraisals) and the training and development policy for councillors and staff Wellingborough Town Council Staffing Committee.
- 8. Oversee any process leading to dismissal of staff (including redundancy)
- 9. Keeping under review staff working conditions and health and safety matters
- 11. Make recommendations on staffing-related expenditure to the Finance and Governance Committee
- 12. Considering any appeal against a decision in respect of pay
- 13. Ensuring appropriate arrangements are established for hearing a grievance or disciplinary matter for the Clerk (and any staff appeals)
- 14. Supervising and performance managing the Clerk's work, administering their leave requests, monitoring absences and making recommendations to Council on salary reviews and terms
- 15. Establishing a suitable sub-committee to which to delegate confidential aspects of the above responsibilities in a framework which recognises the Chair's (or a nominated other person's) day-to-day management-type role e.g. in relation to permitting leave