



# Wellingborough Town Council

## STAFFING COMMITTEE

### TERMS OF REFERENCE AND DELEGATED POWERS

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, but a minimum of twice a year.
4. Membership: The Committee will consist of no fewer than seven councillors.
5. A quorum will be a minimum of three elected members.
6. There will be two named Councillors to act as substitutes to ensure that all meetings are quorate.
7. 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.
8. Record of Proceedings: The Committee will meet as required to fulfil the responsibilities below, including:
  - a. making decisions about relevant staffing matters, within the budget and expenditure limits
  - b. Written minutes will be taken to record the Committee's decisions available for public information.
  - c. The Clerk will be responsible for arranging the recording and distribution of the minutes.
9. Responsibilities: The committee has delegated authority from the Council to fulfil the following responsibilities:

- a. Recruitment for all members of staff, within the set budget.
- b. Helping to 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
- e. Establishing and reviewing the salary pay scale reference points
- f. Ensuring that suitable HR arrangements and insurances have been reviewed and established.
- g. Establishing and reviewing the performance management system (including annual appraisals) and the training and development policy for councillors and staff
- h. Oversee any process leading to dismissal of staff (including redundancy), making recommendations to Full Council for the decision.
- i. Keeping under review staff working conditions and health and safety matters
- j. Making recommendations on staffing-related expenditure to the Finance and Governance Committee as part of the budget setting process.
- k. Considering any appeal against a decision in respect of pay
- l. Ensuring appropriate arrangements are established for hearing a grievance or disciplinary matter for the Clerk (and any staff appeals)
- m. Establishing a suitable sub-committee to which to delegate confidential aspects of the above responsibilities in a framework which recognises the Chairman's (or a nominated other person's) day-to-day management-type role e.g. in relation to permitting leave