

Dinnington St John's Town Council

STAFFING COMMITTEE

TERMS OF REFERENCE (reviewed Nov 16)

Purpose:

To oversee all staffing issues including employment, line management, discipline and grievance, performance and pay awards and staff pensions.

Membership:

Members of Dinnington Town Council (decision making powers only) supported by Town Clerk and/or Assistant Town Clerk as Responsible Financial Officers. The committee is to elect a Chair (if the Chair of the full council is not on the committee) at the first meeting following the Annual Meeting of the Council. The membership of the committee is to be reviewed at each Annual Meeting of the Council. The quorum of the committee will be three members.

Note: Other organisations and agencies and legal representatives may be invited to the meetings at the discretion of the Chair. Such representation may bring experience and knowledge of their respective areas and the ability to comment and provide advice.

Meetings: The Committee will meet as required for staffing matters. Members will be summoned to attend meetings which will be held in a public place and public notice of the meetings shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

Authority: The committee has full authority to authorise expenditure and delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside these terms of reference shall be made to the full council.

Roles and Responsibilities:

- To have delegated powers to consider and implement/negotiate any changes, which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC 'Green Book') and recommended by the National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC).
- To have delegated powers to administer discipline and grievance procedures in accordance with parent authority guidelines and ACAS guidelines, subject to agreement by both parties. If agreement cannot be reached the matter will be referred to full council.
 - To have delegated powers to carry out staff appraisals in October each year.
 - To have delegated powers to consider and implement pay awards.
 - To have delegated powers to implement and review staff pension arrangements.

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- To have delegated powers to review job descriptions, person specifications and staff establishment (including promotion and re-grading).
- To have delegated powers to recruit and short list applicants.
- To appoint a 3-person interview panel for job interviews and agree the method to be used for the interview process.
- To have delegated powers through the Chair to issue press statements regarding employment matters on behalf of the full council.

Staffing Committee Membership:

Cllr D Smith (Chair)

Cllr D Boughton

Cllr J Hart

Cllr B Lewis

Supported for minute taking by Town Clerk or Assistant Clerk.