



TERMS OF REFERENCE STAFFING COMMITTEE

<p>Membership and voting:</p> <p>Minimum 4 Councillors, voted annually by the Town Council. At its first meeting following the Annual Meeting of the Town Council, the Committee shall elect a Chair who will have an ordinary vote and a casting vote and may use the latter although is not compelled to do so.</p>	<p>Quorate:</p> <p>Three</p>
<p>Meeting Frequency:</p> <p>Once per annum, or upon request of the Chair if required, with the Clerk and/or Deputy Clerk in attendance.</p>	
<p>Accountability:</p> <p>The Committee is a Committee of The Council with lawful status and shall function and operate in accordance with The Council's approved Standing Orders Section 4. It has delegated powers to act on behalf of the full council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to the full council.</p>	
<p>Aims:</p> <p>Provide effective and professional staff management of all matters related to the employees of the Council.</p> <p>Roles:</p> <ol style="list-style-type: none">1. Ensure compliance with legislation and best practice.2. Manage any recruitment process.3. Take responsibility that confidentiality is maintained over all staffing matters under UK GDPR and Code of Conduct as signed members.4. Have responsibility to implement/negotiate any changes to contract terms which are required to comply with Staffing 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 Councils (SLCC).5. Responsible for the Clerk's staff appraisal each year in February.6. Develop strategy and policy in all matters relating to Human Resources and manage Health & Safety of staff.	

Delegated Powers:

1. Review staffing arrangements and structure including job descriptions and person specifications.
2. Manage associated recruitment costs to the budgeted amount set by Full Council.
3. Approve all contracts of employment.
4. Consider and implement all pay awards and determine increment raises.
5. Review and implement all employment policies, duty to consult with staff on an ongoing basis.
6. Carry out Clerk annual appraisal in its entirety including setting objectives.
7. Committee is the Line Manager of the Clerk and will appoint two liaison councillors to have responsibility for regular liaison with the Clerk on all staffing matters including arranging and leading on the annual appraisal
8. Consult with staff about Health & Safety issues and working practices.
9. Make decisions on Disciplinary and Grievance matters on behalf of the council
10. Ensure all committee members have appropriate training (e.g. employment law)

Agreed by Knaresborough Town Council at its meeting on 29 April 2024

Review Date: May 2025