



## Staffing and Employment Committee

### Terms of Reference

1. **Membership – 8 members maximum**

- 1.1. The Staffing and Employment Committee will consist of up to 8 members which shall include the Chairman and Vice-Chairman of Horsforth Town Council (“the Council”). All genders should be represented.
- 1.2. The Chairman of this Committee is to be elected annually at the Annual Council meeting of the Council and shall hold office until the next Annual Council meeting as per Standing Order No 4.
- 1.3. The quorum of the Committee is 3.

2. **Aims**

To develop strategy and policy in all matters relating to human resources and to take employment related decisions on behalf of the Council where directed.

3. **Objectives**

To provide effective and professional staff management in all matters related to the employees of the Council and to help ensure that the Council is exercising an adequate duty of care for all of its employees.

4. **Meetings**

The Clerk will call Staffing and Employment Committee meetings as and when necessary. There will be a minimum of two Staffing and Employment Committee meetings per council year. Members will be summoned to attend meetings which will be held in the Council’s office and public notice of the meeting shall be given in accordance with Schedule 12, Para 10(2) of the Local Government Act 1972.

5. **Documentation**

Minutes of all meetings will be recorded by the Clerk and circulated at full council meetings of the Council for information. All resolutions and recommendations to full council shall be recorded in the minutes of the meetings.

6. **Accountability**

The Staffing and Employment Committee has delegated powers to act/make decisions on behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Staffing and Employment Committee’s terms of reference shall be made to full council.

7. **Scope**

The Staffing and Employment Committee to have the following delegated powers:

- 7.1. To recruit and select all staff. The successful short listed applicants to be interviewed by the Staffing and Employment Committee. A recommendation from the Staffing and Employment Committee will be submitted to full council to ratify the appointment of any prospective employee.
- 7.2. To consider and implement 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 National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC)

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- 7.3. To appoint one of its members to act as Line Manager to all staff and to direct the line manager in his/her role and responsibilities.
  - 7.4. To approve staff appraisals (carried out at least annually by each employee's line manager) and to submit budget proposals in respect of salaries, training of all staff and any other staffing matters to the Finance and General Purposes Committee (not later than the end of December each year).
  - 7.5. To approve requests within the training budget for staff training requirements.
  - 7.6. To manage staff absence in line with council policies.
  - 7.7. To deal with any disciplinary matter, grievance or appeal in line with council policies.
  - 7.8. To appoint as required and in accordance with council policies:
    - 7.8.1. a sub-committee to deal with any sickness absence hearings, disciplinary matter or grievance
    - 7.8.2. an appeal panel to hear any appeals arising from sickness absence hearings, disciplinary matters or grievances.
  - 7.9. To review pay awards, increments and payroll management for recommendation to full council for approval.
  - 7.10. To review the council's employment practices, procedures and policies for recommendation to full council for approval.
  - 7.11. To review staff pension arrangements for recommendation to full council for approval.
  - 7.12. To review job descriptions, person specifications, staff establishment (including promotion and re-grading) and contracts of employment for recommendation to full council for approval.
  - 7.13. To review the Staff Handbook and Councillors Handbook for recommendation to full council for approval.
8. **Review**  
The Staffing and Employment Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting.

Re-adopted: 27 May 2021

Approved: 7<sup>th</sup> July 2022

Reviewed: 18<sup>th</sup> May 2023

Next review date: May 2024