

COWBRIDGE WITH LLANBLETHIAN TOWN COUNCIL

TERMS OF REFERENCE FOR THE STAFFING COMMITTEE:

Adopted by resolution:

1. Purpose of Staffing Committee

This committee is appointed to provide effective and professional staff management of all matters related to the employees of the Town Council.

To ensure that the Council complies with the requirements of Employment Law and the Council follows best practice in providing appropriate working conditions for Council employees, including their Health and Safety.

2. Membership and Meetings

As per Standing Orders, the Committee shall comprise the Mayor, the Deputy Mayor, two former Mayors and one nominated member of the Council. Additionally, when deemed necessary, an independent professional expert may be invited to participate.

3. Chairperson

The Chairperson will be elected at the first committee meeting following the Annual General Meeting of the Town Council.

4. Quorum

The quorum of the Committee shall be three members of the Town Council.

5. In attendance

The Town Clerk and/or Deputy Clerk will be in attendance at all meetings.

6. Meetings

The Committee will meet as required but at least every three months.

The Town Clerk will “call the meeting” and summon members to attend in accordance with standing orders (13.a)

7. Minutes

Minutes of all meetings will be recorded by the Town Clerk or Deputy Town Clerk and circulated to the Full Council and published on the website.

8. Public Participation

Meetings are not open to the public on the grounds that the agenda normally concerns the conduct and terms of service of employees.

9. Accountability and Scope

The Chairperson of the Staffing Committee is the first port of contact for the Responsible officer on staffing and employment policy issues.

10. Delegated Powers.

a. The Staffing Committee has delegated powers to consider and implement any changes which are required to comply with Employment Law, Health and Safety Law and Terms and Conditions of Services as laid down by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC)

b. To manage long term sickness and incidents at work in line with agreed policies.

c. The Staffing Committee acts as the line manager for the Town Clerk. The Town Clerk in the first instance should contact the Committee to discuss any relevant issue. Any actions taken must be made by the Committee following full discussion.

It must be noted that the Town Clerk is the designated line manager for the remainder of the Council employees and as such is responsible for all day-to-day staff matters regarding them. No other Councillor or Committee has authority in staff matters regarding these employee

d. The Staffing Committee and Town Clerk are responsible for the selection of staff. The Committee will check job descriptions and personal specifications prepared by the Town Clerk when vacancies arise. The Staffing Committee and Town Clerk will interview the short-listed candidates and appoint successful candidates.

e. The committee with the assistance of the Town Clerk will ensure that recruitment, induction and probation of all new staff is professionally carried out in accordance with legal requirements and best practice.

f. With regard to the recruitment of the Town Clerk, the Committee will agree the short list of candidates and interview dates for candidates, and thereafter submit the shortlist to Full Council for consideration.

Once approved by Council and following the interview process being carried out by the Staffing Committee a recommendation will be submitted to full Council to ratify the appointment of the Town Clerk/RFO.

g. The Staffing Committee will have delegated powers to carry out the annual appraisal of the Town Clerk /RFO, and once the appraisal process is carried out, to ensure that actions required as a result of the appraisal are actioned.

h. The Staffing Committee will, undertake an annual review of staff salaries including any discretionary elements of pay arising from annual appraisal and submit proposals in respect of salaries of all staff to the Finance and Governance Committee not later than November each year.

i. The Committee will ensure that the training needs are met for all staff members and ensure that the Town Council invests appropriately in the future development of its staff.

j. The Committee will receive reports and recommendations from the Town Clerk with respect to the day to day management of Town Council staff.

k. The Committee will ensure the up to date maintenance of the Staff Handbook and other relevant staff policies, undertaking a review at least annually.

l. In accordance with the Town Council Grievance Policy, the Committee will consider requests to hear and decide upon issues not deemed appropriate to be dealt with by the Town Clerk. In line with policies any appeal to such requests or decisions would be considered by the Town Council Appeals Panel.

m. The Committee will draft and keep under review such policies as are delegated to them either by the Finance and Governance Committee or the Full Council, and will submit any amended or proposed policies to the Finance and Governance Committee or Full Council for ratification.

Reviewed and approved at the annual statutory meeting 22nd May 2024