



## **CORFE MULLEN TOWN COUNCIL**

### **TERMS OF REFERENCE**

#### **STAFFING COMMITTEE**

##### **Purpose**

The Staffing Committee is a committee of Corfe Mullen Town Council (the 'Council'). Its purpose is to suggest, advise, decide, and recommend on all matters regarding staffing within the Council under its delegated powers, and to make recommendations to the Council on any matters requiring its attention.

##### **Membership**

The Staffing Committee shall be constituted in accordance with Council Standing Order no. 4 and will comprise of a Chair and Vice Chair plus three other Councillors.

The Chair and Vice Chair term shall be an election to the committee for 12 months from the first committee meeting of the municipal year and shall cease at the following Annual Town Council Meeting.

The Committee shall be appointed by the Council at its Annual Town Council Meeting and shall comprise of a maximum of 5 members. The Chair of the Council shall be a standing member.

Quorum shall be three or at least one-third of its members, whichever is the greater, in accordance with Standing Order no. 4d viii.

##### **Authority, Powers and Duties**

The Staffing Committee shall have delegated authority from the Council under Standing Order no. 4 to make decisions i.e., by resolution, in accordance with its terms of reference.

All powers shall be exercised in accordance with any Standing Orders, policies adopted, or directions given, by the Council.

Under Standing Order no. 4d, the Staffing Committee shall be authorised to appoint sub-committees and sub-groups, e.g., working parties, for the purposes to be specified by the Committee.

##### **Responsibilities**

1. To consider all staffing related matters raised by the proper officer of the Council as the senior officer of the Council.
2. To review employees pay awards, increments and payroll management for recommendation to the Council.
3. To review the Staffing Structure and recommend changes to the Council.

4. To review any variations to contracts 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) and recommend changes to the Council.
5. To review requests for change of contracts and flexible working and make appropriate recommendations to the Council.
6. To oversee any disciplinary investigation in line with the Council's disciplinary procedures, including appointing an investigator and deciding if any disciplinary action against the employee will or will not be taken. However, members cannot be part of, or sit on, the investigation, initial hearing, and appeal for the same disciplinary or grievance matter.
7. Chair of Committee to constitute, along with the appropriate senior officer(s), the interview board for all applicants for Council employment.
8. To have delegated powers 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).
9. To carry out the proper officer and Responsible Financial Officer's annual appraisal, and to receive the annual appraisals of all remaining staff once completed by the senior officer of the Council.
10. To consider such matters as may be delegated by the Council from time to time.