



Lostwithiel Town Council

Staffing Committee – Terms of Reference

Last reviewed: 13th May 2025 Agenda item 014/25

Objective

To provide effective and professional staff management of all matters related to the employees of the Town Council.

Authority

The Staffing Committee is appointed by and is solely responsible to Lostwithiel Town Council. The Committee duties are defined and agreed by Full Council. The Committee will meet at least quarterly but can also be convened to deal with special events as they occur.

Membership

All Members of the Committee will be Councillors. The Committee will consist of 6 Councillors including the Mayor or the Deputy Mayor. The Committee membership will be appointed at the Annual Meeting of the Council. Committee vacancies occurring during the year may be filled by the Council. A minimum number of members present at a meeting for there to be a quorum shall be 4. The Staffing Committee Chair will have a casting vote if required. This Committee shall not appoint working groups or sub committees. All Councillors not elected to the Staffing Committee may attend public sessions and participate in the meeting but have no voting rights.

At the first Committee meeting after the Annual Council Meeting a Chairperson and Vice-Chairperson shall be appointed.

Record of proceedings

Written minutes will be taken to record the Committee's decisions and will be submitted to Council for adoption after they have been approved by the Staffing Committee.

Responsibilities

The Committee's duties as set out in these terms of reference, are defined and agreed by Full Council, which may vote, at any time, to modify, remove or increase this Committee's terms of reference.

The Committee's Primary Purpose is to ensure the Council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety.

The Committee will be mindful of:

- of the legal framework for, and good practice in, employment matters
- of the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee
- of the nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk to the Council
- of relevant Council protocols and policies

Matters for recommendation to Council

The Committee will receive reports from the Clerk and make recommendations to Council regarding:

- staffing & office requirements including budget allocations
- all policy issues relating to staff

Matters for delegation to the staffing committee

The Committee will have the following duties and delegated responsibilities: -

- a) Recruitment and selection of staff, with the exception of the post of Town clerk/RFO and responsibility for ensuring that the recruitment, induction and probation of all new staff is professionally carried out in accordance with legal requirements.
- b) It will keep under review the level of staffing resources and the staffing structure of the Council and make recommendations to the Council as appropriate.

- c) It will receive reports and recommendations from the Town clerk with respect to the day-to-day management of Town Council staff and workloads.
- d) It will keep under review staff work/life balance, working conditions and well being, including the monitoring of absence.
- e) It will keep under review all staff contracts of employment, terms and conditions and make recommendations to full Council.
- f) It will consider pay awards and make recommendations to full Council.
- g) It will make arrangements for regular objective review of the Clerk's performance and take the necessary actions thereon
- h) It will appoint a member of the Committee to seek advice for the Committee in the event of a dispute between the Council and the Clerk.
- i) It will identify training requirements through appraisal and agree staff training programmes.
- j) It will ensure that the Town clerk has everything required for managing other staff.
- k) It will receive and consider any complaints made under the Council's Grievance or Disciplinary Procedure and take all necessary action thereon.
- l) As and when required under the Council's Grievance & Disciplinary Procedure it will appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and

appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting.

- m) It will consider recommendations from the Appeal Panel and take necessary actions thereon.
- n) It will manage any issues referred to the Committee by full Council.
- o) Committee Members are reminded that Members are collectively responsible for making Council policy, for which they are accountable to the electorate.
- p) Committee Members will undertake training identified from time to time to support their role as part of the Council's Staffing Committee.
- q) Committee Members will note there are no circumstances where a Committee Member can issue an instruction to the Clerk any other member of staff or a Contractor. Likewise, a Member must never act "on behalf of the Council" in the organisation of any function or service.

Committee Members will note that the Town clerk has delegated powers to undertake the following: -

- Act as Line Manager and have sole management responsibility, sole day to day supervision and control of all staff.
- To direct the work of employees with the power to discipline employees, in accordance with the Council's Disciplinary Procedure, if required.
- Administer all staff policies and procedures.

- Conduct annual staff appraisals
- Authorise other staff overtime and expenses.
- Calculate all staff salaries, overtime, tax, NI and pension contributions.
- Preparation of the job description and person specification and the placing of the advertisement for all staff vacancies.
- Delegate duties to staff as considered appropriate.
- Manage staff performance.
- Authorise staff training within the agreed training budget.
- Commission legal and professional advice on staffing matters.