



Midsomer Norton Town Council

Staffing Committee - Terms of Reference

Purpose of the committee:

The Staffing Committee, comprising five elected members, holds the responsibility of overseeing various personnel and staffing matters within the Council. This includes drafting and reviewing staffing structures, monitoring staff contracts and well-being, and ensuring compliance with employment legislation. The committee handles recruitment processes, conducts staff appraisals, and addresses complaints through the Council's Grievance and Disciplinary Procedure. Additionally, it recommends personnel-related expenditure and training programs to the Full Council. While it does not meet in public, the committee maintains confidentiality over staffing matters and makes recommendations to the Full Council regarding policy changes and strategic directions.

Membership:

Five elected members (voting)

Councillors appointed to the Staffing Committee must be willing to commit to undertake employment law training as soon as they are elected to the committee. The Council recognises that a stable membership of the committee is desirable and as such membership of the committee should be seen as a long-term commitment.

Non-members

Any member of the Council can attend and may participate at the discretion of the Chairman but **must** leave the room whenever the press and public are excluded.

There will be no public participation at the meetings of the committee. The committee does not meet in public therefore Standing Orders are not applicable, although the Code of Conduct still applies.

Extra Terms:

A member who is suspended from the committee as part of a decision notice by the Monitoring Officer for a breach of the Code of Conduct, will not be eligible to stand for the committee during the period of the suspension.

Meetings:

As required, but at least 3 monthly during the Clerk's probationary period, once on joining to set goals and objectives, at 3 months and at 6 months, see "Induction and Probation Policy"

Quorum:

Three members

The Committee is delegated the following responsibilities:

Personnel and Staffing

- To consider such matters as may be delegated by the Council from time to time.
- To draft and keep under review the staffing structure of the Council and make recommendations as appropriate.
- To keep under review all staff contracts of employment, terms and conditions and make recommendations to Full Council
- To keep under review staff work/life balance, working conditions and well-being, including the monitoring of absence
- To monitor the Council's employment policies and procedures in respect of changes to legislation and make recommendations to Council where appropriate.
- To undertake the recruitment of the Clerk, including making the appointment with any associated expenditure
- To oversee the recruitment and selection process for all other staff and where required, assist the Clerk in the recruitment of new staff.
- To maintain confidentiality over all staffing matters as required under Data Protection legislation and the Code of Conduct

Performance

- To conduct staff appraisals
- To make recommendations on personnel related expenditure to Full Council
- To identify training requirements through appraisal and agree staff training programmes.

Complaints

- To receive and consider any complaints made under the Council's Grievance and Disciplinary Procedure
- To investigate and, where appropriate, appoint a panel to hear complaints made under the Council's Grievance and Disciplinary Procedures with full

delegated responsibility to take whatever action necessary. If felt necessary, it has the delegated approval (including financial) to seek outside professional assistance in order to conclude a disciplinary or grievance matter.

Matters not delegated to the Committee:

Any matter falling within the remit of the committee which involves the introduction of a new policy or changes to existing policy, future direction and strategy. In such cases the committee will make recommendations for approval by Full Council.

Adopted:- 13th May 2024