



# **OAKHAM TOWN COUNCIL**

## **STAFFING COMMITTEE**

### **TERMS OF REFERENCE**

Approved by the Staffing Committee on 28<sup>th</sup> September 2021

## Terms of Reference

The committee will comprise of 5 members (four Councillors plus the Chairman)

The quorum of the committee shall be 3 members

The Clerk and the Chair of the Staffing Committee will call meetings as and when necessary

Members will be invited to attend meetings which will be held in the Council chamber or via Zoom. Public Notice of the meeting shall be given in accordance with Schedule 12 of the Local Government Act 1972.

To provide effective and professional staff management of all matters related to the employees of the council

All resolutions and recommendations to full Council shall be recorded in the minutes of the meetings

The Staffing Committee has delegated powers to act on the behalf of the Council in relation to the defined terms of reference only; any recommendations outside the Staffing Committee's terms of reference shall be made to full Council

The Staffing Committee to have delegated powers for the following:

1. For the recruitment and selection of all staff for recommendation to full Council for approval
2. To recruit and short list applicants for the post of Town Clerk/RFO. The successful short-listed applicants to be interviewed by the Staffing committee. A recommendation from the Staffing committee will be submitted to full Council to ratify the appointment of the Town Clerk/RFO
3. Considering and implementing any changes which are required to comply with Employment Law, Health & Safety Law and Terms and Conditions of Service
4. Review job descriptions and person specifications
5. Review all contracts of employment for recommendation to full Council for approval
6. Managing long term sickness and incidents at work in line with the current Council's Absence Sickness Policy
7. Reviewing employment policies/procedures for recommendation to full Council for approval
8. Reviewing employees pay awards and increments for recommendation to full Council for approval
9. Overseeing the first part of a disciplinary investigation in line with the Council's disciplinary procedures which includes appointing an investigator and deciding if any disciplinary action against the employee will or will not be taken
10. Overseeing an employee's formal grievance(s) in line with the Council's grievance procedures
11. Ensuring that confidentiality is maintained over all staffing matters under the General Data Protection Regulations (GDPR) 2018 and the Code of Conduct by all members of the Council
12. Reporting back to Council the outcome of the Town Clerk's annual appraisal undertaken by the Staffing Committee